

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Intellectual Property

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Language Certification Required with the Bid – See Annex G

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement
2. Insurance Requirements

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance

List of Annexes:

- | | |
|---------|--|
| Annex A | Statement of Work |
| Annex B | Basis of Selection |
| Annex C | Mandatory Requirements and Evaluation Criteria |
| Annex D | Security Requirements Check List |
| Annex E | Basis of Payment |
| Annex F | Insurance Requirements |
| Annex G | Language Certification |

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven 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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, Basis of Selection, Mandatory Requirements and Evaluation Criteria, Security Requirements Check List, Basis of Payment, Insurance Requirements, Language Certification.

2. Summary

The Kejimikujik CAPMoN (Canadian Air and Precipitation Monitoring Network) station is located in a rural area approximately 2 hour drive from Halifax. It is a research and monitoring facility which forms part of Environment Canada's national network of CAPMoN Stations.

The main focus of the site is air and precipitation monitoring, however additional programs are being conducted, such as instrumentation for atmospheric aerosols. The site has been operating since the early 1980s.

Much of the work involves monitoring, observing and recording automated instrument readings as well as daily, weekly, monthly and bi-monthly checks and maintenance of equipment. Collecting, transporting and shipping of precipitation samples are also a significant part of the work.

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 2003-06-01 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.

5. Basis for Canada's Ownership of Intellectual Property

Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to 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.

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 - three (3) 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

1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex E. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately.

1.2 The maximum budget for this contract is as follows:

- \$30,000.00 for the period April 1, 2014 – March 31, 2015
- \$15,000.00 for the period April 1, 2015 – September 30, 2015 – if option year is exercised
- \$15,000.00 for the period October 1, 2015 – March 31, 2016 – if option year is exercised

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 Technical Criteria

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

1.2.1 Mandatory Financial Criteria

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 and documentation 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. 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.

1.2 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.

1.3 Language Certification

See Annex G – Must be completed by the bidder and submitted with contract bid.

2.2 Status and Availability of Resources

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

2.3 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1.1 Before the award of the contract, the following conditions must be met:

- a. The Bidder and all individuals that require access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Resulting Contract Clauses;
- b. The Bidder must provide the names of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of the contract to allow the successful bidder to obtain the required security clearances will be at the entire discretion of the contracting authority.

1.3 For additional information on security requirements, bidders should consult the “Security Requirements for PWGSC Bid Solicitations – Instructions for Bidders” document on the Departmental Standard Procurement Documents website.

2. Insurance Requirements

2.1 SACC Clause G1007T (2011-05-16) - The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex F.

If the information is not provided in the bid, 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

PART 7 - 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. Security Requirement

A Reliability Status with a need-to-know is required for access to Protected A or B information, assets or secured work sites regardless of the duration of an assignment. After 10 years a reassessment and renewal are required.

Verifications

- Personnel Screening, Consent and Authorization Form (TBS 330-23) – completed by the contractor and CSO
- 5 years of verifiable background on the applicant
- Pre-screening by CSO
- Criminal Records Name Check by the RCMP

May also require:

- Out-of-Country checks – these can take years depending on the country
- Fingerprint check
- An interview by ISP
- Credit check
- Other supporting documents

The Reliability Status of an individual may be transferred between organizations, provided the following criteria have been met:

- The Reliability Status was not administratively cancelled more than two years ago;
- It is not due for an update; and
- The individual has stated that there have been no changes in their personal history regarding criminal convictions.

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract. – See Annex D

4. Term of Contract

4.1 Period of the Contract

The period of this contract is from April 1, 2014 – March 31, 2015

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional six month terms for a maximum of one (1) additional year under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 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.

5.2 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 Project 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 Project Authority; however, the Project 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.

5.3 Contractor's Representative

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

6. Payment

6.1 Basis of Payment

6.1.1 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 monthly invoices after completion of work citing contract number KM271-13-9009 directly to the Technical Authority. – See ANNEX E

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

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are not applicable. 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.

6.3 SACC Manual clause H1008C (2008-05-12) Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.4 SACC Clause A9117C (2007-11-30):

1. Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

7. 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 citing contract number KM271-13-9009.

8. Certifications

8.1 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.

9. Applicable Laws

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

10. Priority of Documents

If there is a discrepancy between the wording 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);
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Selection
- (e) Annex C, Mandatory Requirements and Evaluation Criteria;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Basis of Payment;
- (h) Annex F, Insurance Requirements;
- (i) Annex G, Language Certification
- (j) the Contractor's bid dated _____.

11. Insurance Requirements

SACC Manual clause G1001C (2013-11-06)

The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any

additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**ANNEX A
STATEMENT OF WORK**

CAPMoN Observations and Other Services – Kejimkujik, NS

Overview of the work to be performed:

The Kejimkujik CAPMoN (Canadian Air and Precipitation Monitoring Network) station is located in a rural area approximately 2 hour drive from Halifax. It is a research and monitoring facility which forms part of Environment Canada's national network of CAPMoN Stations.

The main focus of the site is air and precipitation monitoring; however, additional programs are being conducted, such as instrumentation for atmospheric aerosols. The site has been operating since the early 1980s.

Much of the work involves monitoring, observing and recording automated instrument readings as well as daily, weekly, monthly and bi-monthly checks and maintenance of equipment. Collecting, transporting and shipping of precipitation samples is also a significant part of the work.

Details of the services to be provided CAPMoN Program Sampling

- 1) Using automated samplers, the Contractor will collect precipitation samples once per day between the hours of 08:00 a.m. and 09:00 a.m. AST, seven (7) days per week, 365 days per year. Precipitation samples will be retrieved, weighed, sealed, annotated and stored according to the required protocol.
- 2) The Contractor will replace deposition air filter packs every seven (7) days and dichotomous samples every three (3) days. All samples will be packaged and shipped to the Environment Canada analytical chemistry laboratory located in Toronto, Ontario on a weekly basis.
- 3) The contractor will replace passive samples every two (2) weeks. All samples are packaged and shipped to the respective laboratories.
- 4) The Contractor will complete and make available CAPMoN Sample History forms according to established procedures.
- 5) The Contractor will perform other duties such as: reading and recording of various instrument systems outputs and diagnostics, the observing and recording of meteorological climate data.
- 6) The Contractor will perform regular CAPMoN Equipment servicing, troubleshooting and minor repairs when required.

Mercury Deposition Sampling

- 1) Using automated samplers, the Contractor will collect precipitation samples once per week. The samples will be shipped to the Mercury Deposition Network (MDN) analytical laboratory in Seattle, Washington.
- 2) When available, the contractor will pick up new sampling containers at the same time the completed sampling containers are shipped. The Mercury Deposition sampling and shipping schedule will coincide with the weekly CAPMoN shipping schedule.
- 3) The Contractor will perform monitoring and checking of the Mercury Deposition sampling equipment three (3) times per week, replace the equipment filter once per month and replace the equipment gas bottle once every two (2) months.
- 4) Under the direction of Environment Canada staff, the Contractor will perform minor troubleshooting, maintenance and repair of the Mercury Deposition Sampling equipment.

General Site Maintenance and Assistance

The Contractor will provide general labour services as and when required. These services include but are not limited to:

- Clearing exits/entrances of snow
- Grass cutting
- Transportation of goods to/from the site when required
- Removal of garbage/waste from the site
- Assisting EC (Environment Canada) with minor tasks related to the maintenance of and/or monitoring of the equipment

Note: These tasks must be carried out in proximity of sensitive and expensive research monitoring equipment, and it is essential that the Contractor understand the need to avoid adverse effects on the data.

Guidelines and Constraints – Packaging and Shipping

The Contractor will be responsible for packaging, shipping and receiving by courier as well as the retrieval of all needed supplies and parts. These include, but are not limited to:

- Precipitation samples packaged in a cooler once every two (2) weeks
- Air Filter samples packaged once per week and shipped via Priority Courier (Canada Post, any location)
- Data media, packaged in the air filter pack samples and shipped once every two (2) weeks
- Particle Dichotomous cartridges packaged and shipped approximately once every two (2) weeks
- Replacement parts shipped and received as and when required

- Passive samples packaged and shipped to the respective laboratories once every two (2) weeks

Note: The cost of all shipping will be borne by Environment Canada. The Contractor will be supplied with pre-printed manifests, but will be responsible for ensuring the samples are delivered to or picked up by the designated courier. This may involve the lifting, moving or carrying of shipping crates up to 20kg in weight.

Documentation

The various Observing Program reports and Logs must be completed and faxed to the respective Program Custodians in a timely manner. A contacts list will be provided to the Contractor at the onset of the contract.

Equipment Maintenance

The Contractor will perform first line equipment maintenance, diagnosis of equipment problems, and minor repairs to equipment. This may include, but is not limited to:

- Cleaning of the equipment
- Replacement of defective parts
- Resetting or 'rebooting' electronic systems
- Replacement and setup of operations unit with backup unit
- Checking and readjustment of various parts or software parameters

Other

- 1) The Contractor will ensure all locked areas are secure prior to departing after each site visit.
- 2) The Contractor will report any suspicious or unusual activity, tampering with the site equipment, or any activity that may compromise the integrity of the sampling program. Equipment failures or supply shortages shall be reported immediately to the regional Inspector (contact information to be provided upon contract award). The Contractor shall contribute to the security of the site by adhering to the use of locks where applied. The Contractor shall maintain open and pertinent communications with the Regional Inspector, as well as with National Program specialists. This may be in the form of fax, telephone, e-mail or writing. All costs associated with this communication are the responsibility of Environment Canada. The Contractor will be supplied with a CAPMoN 'hot-line' phone number for emergencies.
- 3) In order to prevent contamination, the contractor shall handle equipment and samples according to established procedures. Training in established procedures will be provided by the regional inspector. The dissolved substances have a very low concentration and any additional contamination, such as dirt or salt from the observer's hands, will skew the

chemical analysis of the sample. Additionally, the use of soaps, cleaners, solvents and pesticides on site is forbidden.

- 4) The Contractor shall not bring toxic or contaminating compounds such as oil based products, soaps, disinfectants, or insect repellents to the CAPMoN station. No solvents, paints, or glues shall be used on site or in the vicinity of the compound.
- 5) The contractor shall clean and wash the interior of the building when required using only distilled water as supplied by Environment Canada. Dirt and dust shall be swept or vacuumed.
- 6) Smoking is not permitted within 500 meters of the compound. Vehicles shall not approach closer than the chain gate whenever possible. The Contractor shall not enter the building with contaminated clothing or footwear.
- 7) Reliable transportation (truck or car) is required to access the site on a daily basis. It is up to the contractor to ensure they have access to reliable transportation for the duration of the contract.
- 8) All observers involved in the program must be available for two (2) inspections each year as well as for certifications when required.

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:

$$\begin{aligned} & [\text{Bidder's TECHNICAL SCORE (out of 70 points)}] + [\text{Bidder's FINANCIAL SCORE (out of 30 points)}] \\ & = \text{Bidder's TOTAL SCORE (out of 100 points)}. \end{aligned}$$

**ANNEX C
MANDATORY REQUIREMENTS AND EVALUATION CRITERIA**

Mandatory Criteria

Yes/No

1.	Proof of a valid Nova Scotia (or provincial equivalent) driver's license should be submitted with any proposal.	
2.	Proof of liability insurance or a letter from a licensed Insurance Broker indicating that a quote has been received is required with all responses.	
3.	A backup operator is required and must be included in any proposal. All proposed operators shall be identified.	
4.	Signed certification, ANNEX G that both the contractor and back-up are fluent in English, oral and written	

1.	<p>Previous experience collecting environmental samples or an acceptable combination of education and/or experience. Points will be awarded as follows:</p> <p>Experience collecting CAPMoN or other environmental samples (20 pts)</p> <p>Experience collecting samples (not environmental) (15 pts)</p> <p>Technical certification combined with work experience requiring routine standard procedures (10 pts)</p> <p>Work experience requiring routine standard procedures (5 pts)</p> <p>No work experience (0 pts)</p>	(Max. 20)
2.	<p>A minimum of two references or previous clients who would be familiar with the quality of work and reliability of the contractor are required.</p> <p>0-10 pts maximum of 5 points per reference.</p>	(Max. 10)
3.	<p>The contractor must be able to document local weather conditions requiring the contractor to reside in the immediate vicinity of the site.</p> <p>Contractor resides within 10km from site (15 pts)</p> <p>Contractor resides more than 10 km -15 km from site(12 pts)</p> <p>Contractor resides more than 15 km -25 km from site (9 pts)</p> <p>Contractor resides more than 25 km from site (6 pts)</p>	(Max. 15)
4.	<p>Contractor must have working alone procedures or plan and include the procedures or plan in the proposal.</p> <p>Addresses working alone with detailed documented plan (15 pts)</p> <p>Addresses working alone with no details (10 pts)</p> <p>Does not address working alone (0 pts)</p>	(Max. 15)
	TOTAL	(Max. 60)

ANNEX D SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART I - CONTRACT INFORMATION / PARTIE I - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <div style="text-align: right; font-size: small;">Environment Canada</div>	2. Branch or Directorate / Direction générale ou Direction WEO	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <small>A contractor is required to operate an atmospheric monitoring site and as such will require regular access to an Environment Canada facility. The contractor will have access to basic environmental measurement information that is intended for the public domain.</small>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <small>(Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)</small> <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès N/A		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> <small>Specify country(ies): / Préciser le(s) pays:</small>	Restricted to: / Limité à: <input type="checkbox"/> <small>Specify country(ies): / Préciser le(s) pays:</small>	Restricted to: / Limité à: <input type="checkbox"/> <small>Specify country(ies): / Préciser le(s) pays:</small>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL FOURNISSEUR

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION FOURNISSEUR

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO					COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	DOS/IC TOP SECRET / DOS/IC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL			A	B	C				
Information / Assets																	
Personnel / Ressources																	
IT Media / Support IT																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Martin MacLellan	Title - Titre A/Superintendent of CAPMoN	Signature
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Telephone No. - N° de téléphone 902-426-6616	Facsimile No. - N° de télécopieur 902-426-6404	E-mail address - Adresse courriel martin.maclellan@ec.gc.ca	Date Feb 17, 2014
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

ANNEX E BASIS OF PAYMENT

This contract is for one year from April 1, 2014-March 31, 2015 with the two options to extend in 6 month intervals to a maximum end date of March 31, 2016

The maximum budget for this contract is as follows:

\$30,000.00 for the period April 1, 2014 – March 31, 2015

\$15,000.00 for the period April 1, 2015 – September 30, 2015 – if option year is exercised

\$15,000.00 for the period October 1, 2015 – March 31, 2016 – if option year is exercised

Proposals exceeding the maximum budget, (including all labour, associated costs and travel will not be considered. (Applicable taxes are not included.)

The price proposal should indicate a detailed breakdown of the total quoted price. The price proposal should address each of the following as applicable:

- (a) Labour
- (b) Equipment
- (c) Supplies

Quotation for the Purpose of Submitting a Bid:

The Bidder is to supply a per day charge which includes all requirements as set out in the Statement of Work.

The daily charge should reflect all expenses related to the contract for each year quoted (total yearly expenses/365 days). The Bidder is to submit a monthly invoice which reflects the number of days for which service were delivered in each month upon completion of those services. The annual total will include the following:

- a. Travel expenses to and from the CAPMoN site paid in accordance with the private vehicle allowances specified in <http://www.njc-cnm.gc.ca/directive> and the rates published in <http://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a2-eng.php>.
- b. Expenses related to the bi-weekly delivery of samples and pick-up of shipping containers to the nearest Post Office or Purolator Courier agent location.
- c. Expenses related to compensation for labour
- d. All other expenses.

Contractors should consider all costs in their Financial Proposal.

**ANNEX E
BASIS OF PAYMENT – Page 2**

1. Time allotted for each task

It is estimated that the time required to perform the sample collections, filter changes, ozone readings, shipping of samples, climate observations, and the instrument maintenance is approximately 3 hours per day, 7 days per week.. The amount of time will vary, taking less time on days where only basic tasks are performed, and more on days when shipping and filter changes are required.

PROGRAM	HOURS PER YEAR -
CAPMoN Sampling	
CAPMoN Air Sampling week)	113 hours (2.17 hours per
CAPMoN Precipitation week)	182 hours (3.5 hours per
CAPMoN Ground-level Ozone week)	39 hours (0.75 hour per
Manual Dichotomous Sampler week)	54 hours (1.04 hours per
Gaseous Mercury week)	26 hours (0.50 hour per
Mercury in Precipitation week)	70 hours (1.35 hours per
Mercury Speciation	13 hours (.25 hour per week)
Passive Sampling	39 hours (1.5 hours per 2 week)
Audits, Inspections, Training, Certifications	24 hours (per year)
General Site Maintenance month)	36 hours (3 hours per
Assistance (heavy lifting, etc.)	10 hours (per year)
Emergency repair/troubleshooting	16 hours (per year)
Back-up Operator work/training/assistance	80 hours (per year)
Contingency	100 hours (per year)
TOTAL ESTIMATED HOURS	802 hours – per year

2. Travel

(a) The Contractor will be paid its authorized travel expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the private vehicle allowances specified in <http://www.njc-cnm.gc.ca/directive> and the rates published in <http://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a2-eng.php>

(b) All travel must have the prior authorization of the Project Authority. Travel requirements are to be discussed once per month. All payments are subject to government audit.

**ANNEX E
BASIS OF PAYMENT – Page 3**

Year 1: April 1, 2014 up to and including March 31, 2015		
Hourly rate for Primary Observer based on 722 hours (A) \$ _____ x 722 hours = \$ _____	Hourly rate for Back-up Observer based on 80 hours (B) \$ _____ x 80 hours = \$ _____	Total estimated cost for hourly rates (A)+(B) \$ _____
Travel for Primary Observer \$ _____	Travel for Back-up Observer \$ _____	Total estimated travel \$ _____
TOTAL ESTIMATED (RATES AND TRAVEL)		\$ _____

(Option Period 1) For the Period April 1, 2015 up to and including September 30, 2015		
Hourly rate for Primary Observer based on 361 hours (A) \$ _____ x 361 hours = \$ _____	Hourly rate for Back-up Observer based on 40 hours (B) \$ _____ x 40 hours = \$ _____	Total estimated cost for hourly rates (A)+(B) \$ _____
Travel for Primary Observer \$ _____	Travel for Back-up Observer \$ _____	Total estimated travel \$ _____
TOTAL ESTIMATED (RATES AND TRAVEL)		\$ _____

(Option Period 2) For the Period October 1, 2015 up to and including March 31, 2016		
Hourly rate for Primary Observer based on 361 hours (A) \$ _____ x 361 hours = \$ _____	Hourly rate for Back-up Observer based on 40 hours (B) \$ _____ x 40 hours = \$ _____	Total estimated cost for hourly rates (A)+(B) \$ _____
Travel for Primary Observer \$ _____	Travel for Back-up Observer \$ _____	Total estimated travel \$ _____
TOTAL ESTIMATED (RATES AND TRAVEL)		\$ _____

Important notes:

- Contract will be awarded based on total estimated cost for year one plus option years.
- The cost per observation for the additional observations and for the service work in addition to the minimum work required and quoted above cannot exceed the values provided for the basis of payment.

TOTAL ESTIMATED COST \$ _____ (Taxes are extra.)

**ANNEX F
INSURANCE REQUIREMENTS**

Contractor must maintain general liability insurance for an amount of \$2,000,000.00 or more during the entire period of the contract; and option periods if applicable.

Contractor must provide proof of insurance upon contract award.

It is up to the Contractor to determine if they require additional insurance.

**ANNEX G
LANGUAGE CERTIFICATION**

I, _____ certify that I am fluent in English, both
(contractor's name)

written and oral.

I, _____ certify that my back-up,
(contractor's name)

_____ is fluent in English, both written and oral.
(back-up's name)

(contractor's signature)

(date)