

NCR Procurement and Contracting
Finance Branch
351 Saint-Joseph Boulevard
Gatineau, Quebec
J8Z 1T3

June 18, 2014

Solicitation number K8A42-14-0001

PROJECT TITLE: *National survey of energy savings, and environmental benefits of agricultural biogas production*

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 July 10, 2014** to the following office:

**Environment Canada (BIDS)
Mailroom
171 Jean-Proulx
Gatineau, Quebec
J8Z 1W5**

in accordance with the following procedures:

1. Identify the solicitation number **K8A42-14-0001** 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 list 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: josee.francoeur@ec.gc.ca

Yours sincerely,

Josée Francoeur
Procurement and Contracting Officer
Finance 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 *Josée Francoeur* 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.).

\$ _____

2.3 Travel Expenses:

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

\$ _____

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

Solicitation: K8A42-14-0001
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.

Bidder

Signed

Print Name & Title

Date

National survey of energy savings, and environmental benefits of agricultural biogas production

INTELLECTUAL PROPERTY & CONFIDENTIALITY

INTELLECTUAL PROPERTY

Environment Canada has determined that any intellectual property arising from the performance of the work under this Contract will be vested in Canada on the grounds that the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination (section 6.4.1 of the Treasury Board of Canada Secretariat *Policy on Title to Intellectual Property Arising under Crown Procurement Contracts*).

CONFIDENTIALITY

It is understood and agreed that the Contractor shall, during and after the effective period of the ensuing contract, treat as confidential and not divulge, unless authorized in writing by the Departmental Representative or his/her delegate, any information obtained in the course of the performance of the ensuing contract.

Subject to the Access to Information Act, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it uses to protect its own confidential information of similar nature. Any failure of the Contractor to respect the confidentiality obligations is a default of the Contractor for which the Minister may terminate the contract.

REQUIREMENT

In the context of the development of a national model to quantify the potential reduction of air pollutants from agricultural Anaerobic Digestion (AD) used for biogas production it is necessary to collect activity data on energy production, off-farm co-digestion products used in digesters, and agricultural parameters that impact air emissions.

RATIONALE

Canada is undertaking many efforts towards meeting its 2020 greenhouse gas (GHG) emissions target. In order for actions to reduce emissions to help Canada meet that target, Canada must be able to quantify the reductions that occur and those reductions must be captured in the National Inventory Report (NIR).

A wide variety of actions could contribute to greenhouse gas emission reductions. One potential domestic reduction action identified by Environment Canada is AD for biogas production. To effectively develop a methodology that will quantify emission reductions associated with adoption of biogas technology in the agricultural industry, it is necessary to collect the data required to quantify emission reductions on the national scale.

OBJECTIVES

Collect activity data at the national scale including, total gas and energy production by current agricultural biogas plants, quantities of agricultural and off-farm co-digestion products used in digesters, and estimate regional rates of adoption.

BACKGROUND INFORMATION

The Pollutant Inventories and Reporting Division (PIRD) of Environment Canada is mandated to annually produce a national inventory of emissions and removals of GHGs under the United Nations Framework Convention on Climate Change (UNFCCC). In addition PIRD's mandate also includes the development of an inventory and the reporting of air pollutants which are reported annually to the United Nations Economic Commission for Europe (UNECE). These inventories contain comprehensive national estimates of emissions from agricultural sources.

Direct and indirect emissions of CH₄ and N₂O from manure management represent 2%, (14 Mt CO₂ eq.) of total national emissions which would largely be eliminated by large scale adoption of agricultural biogas production. This estimate does not include the contribution to the energy grid from a renewable energy source, or the displacement of co-digestion products from landfills, that we are currently unable to evaluate due to lack of the scientific knowledge which this project would address. Based on rough and conservative assumptions, it is estimated that about 125,000,000 m³ yr⁻¹ of (CH₄) biogas could be captured from all animal manure. This would yield about 4,500 TJ of energy, which could be utilized as heat or electricity. Such capture would save about 200,000 tons of CO₂-equivalent GHGs (Saville et al, 2013).

Biogas production is understood to have a very important potential for GHG mitigation as it is a controlled process that converts agricultural waste to methane that is in turn captured for energy production. This process should be carbon dioxide neutral since it is fuelled entirely from agricultural waste biomass. This level of efficiency in mitigating GHGs relies on the key assumption that all CH₄ is captured, and that there are no trade-offs with other GHGs, e.g., that digested manure produces little N₂O during treatment and storage (Wagner-Riddle et al. 2006; Wood et al. 2013; Petersen et al. 2013). The complete capture of CH₄ is directly related, to the production of energy in a biogas system, and its ability to reduce GHG emissions.

For this reason Environment Canada has identified AD for biogas production as having an important mitigation potential. However, before broad-scale implementation of agricultural biogas production, information must be collected at the national scale to quantify energy production, total agricultural and non-agricultural waste disposal.

SCOPE OF WORK

1. Project Initiation

A dual purpose questionnaire and a contact list of both agricultural biogas operations have been developed in a separate project, and are available for the contractor. The contractor needs to have experience and capacity in carrying out national surveys, both by telephone and on-line.

2. Tasks

- a) The contractor will review and test the survey questions supplied to them, and in consultation with the scientific authority modify survey questions, if necessary.
- b) Through contact by telephone, or by providing access to the survey questionnaire online, and providing active online support, the contractor will carry out the maximum number of surveys with biogas operators possible, and an equivalent number of non-biogas farm operators.
- c) The contractor will supply an initial summary survey results based on raw data and through consultation with the scientific authority, will carry out and document a complete quality control of data to remove evident outliers and errors through consultation with scientific authority and potential follow-up with respondents.
- d) The contractor will supply the final data and summary of results, including regional averages based on a regional breakdown determined with the scientific authority based on the distribution of respondents.
- e) The contractor will provide a final report detailing survey methodology, Quality Assurance/Quality Control (QA/QC) procedures, uncertainty, regional data summaries (including methodology in the summation process) and a brief summary of key results.

Deliverables

- Work plan including data collection procedure and schedule.
- Respondent level survey data, after completion of QA/QC in consultation with the scientific authority, with regional summary.
- Final report in electronic and paper format documenting:
 - Survey procedure,
 - Uncertainty and data weaknesses
 - Quality control/quality assurance documentation
 - Brief summary of key results

Timeline

- Work plan including data collection procedure and schedule by two weeks after contract award date
- Preliminary results 10 weeks after contract award date
- Final data and final report due by Oct 30, 2014

PROJECT PERIOD

Canada is seeking to establish a Contract for services as defined in these Terms of References for the period of contract award to **October 30, 2014** for Environment Canada.

PROJECT BUDGET

Environment Canada has established funding for this project at a maximum amount of \$60,000.00 excluding GST and covering the period from contract signing, to Oct. 30, 2014.

ACCEPTANCE

All work produced by the Contractor will be subject to review by the Departmental Representative or his/her designate. All work is to be performed to the satisfaction of the Departmental Representative.

The Contractor shall maintain communications with the Departmental Representative throughout the contract and copies of all correspondence shall be sent to him/her.

SECURITY

There are no discernible Security Requirements

TRAVEL

No travel is anticipated under this contract

PROPOSAL PREPARATION INSTRUCTIONS

The proposal should describe in sufficient detail the technical qualifications and relevant experience of the contractor and key professional staff (as applicable) and sources of reference data/information. The proposal should include technical, cost and company expertise components which respond to the following requirements:

1. Technical Component

The proposal must include:

- a) a statement of understanding, not to exceed three pages in length, of the work to be undertaken.
- b) present a preliminary work plan and describe how the contractor would carry out the tasks to achieve the project objectives.
- c) provide a description of the technical approach including online data collection, methodology, and data sources from farms with or without biogas production to be used.

2. Company Expertise Component

The proposal must identify:

- a) The professional staff, to be assigned to the project and their expected contribution to the project,
- b) Staff experience and qualifications directly relevant to the work as outlined in the proposal evaluation criteria,

- c) Relevant company experience directly related to the work (for prime and sub-contractors).

3. Cost Component

The cost quotation must 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.

Transfer table to **Section 2.1** of Offer of Service (Page 5 above)

Contract Period :		contract valid until 30 Octobre 2014	
Category of personnel (add lines if required)	Per Diem rates (A)	Niveau estimatif d'efforts (B)	Total (C) A + B = C
Bidder's Grand Total Price =		\$ _____ (Transfer grand total to Section 2.4 of Offer of Service (page 6 above))	

- (a) **Pricing:** All prices must be firm prices exclusive of GST/HST.
- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- (d) Bidder's Grand Total Price will be transferred by bidder to Section 2.4 of Offer of Service (page 6 above).

APPENDIX A: Evaluation Criteria

Evaluation Criteria

The proposal that obtained the highest score for the technical evaluation, as presented in appendix A, will be assigned a weight of **75%**. All other proposals that meet the minimum score requirements for the technical evaluation will be prorated.

Basis of Selection (Highest combined Technical Merit (75%) and Price (25%))

1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and**
- b. obtain the required minimum points required from R5 to R7 for the technical evaluation criteria which are subject to point rating.**
- c. Obtain an OVERALL minimum score of 60%.**

Bids not meeting "(a) or (b) or (c)" will be declared non-responsive

The *responsive* (compliant) Bidder with the highest combined rating of **Technical (75%)** and **price (25%)** will be recommended for award of a contract. Contractor Selection Method is based on the Responsive Bidder achieving the highest total points.

The proposal must 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 must be included.

PROPOSAL EVALUATION CRITERIA

	Maximum score
Technical Proposal	
R-1 Demonstrated experience in developing and carrying out a national survey of bioenergy maximum points if biogas, and/or agricultural operations. <ul style="list-style-type: none"> - No survey of agricultural biogas and/or bioenergy (half points if other bioenergy product) operations: 0 pt - 1-2 surveys: 5 pts (half points awarded for sub-national survey), biogas/bioenergy or agriculture. (full pts biogas, 2 pts reduction if example is another form of bioenergy, not biogas). - 1-2 surveys: 10 pts (half points awarded for sub-national survey), biogas/bioenergy and agriculture. (full pts biogas, 2 pts reduction if example is another form of bioenergy, not biogas). - 3 or more surveys: 15 pts (half points awarded for sub-national survey) biogas/bioenergy or agriculture (full pts biogas, 2 pts 	Max: 15

reduction if example is another form of bioenergy, not biogas). -	
R-2 Demonstrated knowledge of bioenergy (3 points if biogas, 1.5 points if other bioenergy product), livestock production and manure management (2 pts)	Max: 5
R-3 Demonstrated knowledge of the principles of data collection, management, confidentiality issues, uncertainty and quality assurance/quality control.	Max: 20
R-4 The quality of the previous related studies of comparable scope submitted, 4 pts per study up to a maximum of 3 studies.	Max: 12
Sub-total	Max: 52

<u>TEAM MEMBER EXPERIENCE AND QUALIFICATIONS</u> (MAX. 5 POINTS) MINIMUM REQUIRED 3 POINTS (MAX. 5 POINTS) MINIMUM REQUIRED 3 POINTS (MAX. 5 POINTS) MINIMUM REQUIRED 3 POINTS (MAX. 5 POINTS) MINIMUM REQUIRED 3 POINTS	R5. Does the project team (excluding the Project Manager) have a balance of team members who have the experience required to meet the objectives of this work? Proof of experience must be provided in the team members' resumes according to the Team Experience section of the Proposal Instructions (20 points maximum) a) Does the team have experience in developing and carrying out a national survey of biogas/bioenergy and/or agricultural operations? 0.5 point per year per team member, up to 10 years. b) Does the team have experience in conducting analyses of data from the agricultural industry? 0.5 point per year per team member, up to 10 years. c) Does the team have experience managing confidential data, and quality assurance/ quality control of data collected through surveys? 0.5 point per year per team member, up to 10 years. d) Does the team have experience in	<u>Max: 20</u> 5 5 5 5	
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POINTS	analysing data related to biogas/bioenergy production? 0.5 point per year per team member, up to 10 years.		
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(MAX. 15 POINTS) MINIMUM REQUIRED: 10 POINTS	R6 Does the work plan identify milestones and how the contractor will achieve the objectives? (15 points maximum) <p>The proposal clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work (15).</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work (10).</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for many of the requirements identified in the Statement of Work (5).</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for the requirements identified in the Statement of Work (0).</p>	Max: 15 15 10 5 0	
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PROJECT MANAGER SKILL SET	R7. Does the Project Manager have the appropriate experience and skill	Max : 13	
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<p>(MAX. 6 POINTS) MINIMUM REQUIRED 4 POINTS</p>	<p>set to manage projects of this nature? (13 points maximum)</p> <p>a) How many projects has the Project Manager performed in the past 7 years related to national surveys of biogas/bioenergy and/or agricultural operations, analyses of data from the agricultural industry, management of confidential data, collected through surveys or data related to biogas/bioenergy production?</p> <p>To be awarded points, a project description must contain at a minimum the following information:</p> <ul style="list-style-type: none"> • Project title, client name and industry sector; • Planned and actual dollar values; • Planned start and finish dates and actual start and finish dates; • Nature of services provided for the project or study, methodologies and approaches employed; • Project team members involved and their roles; • Summary of the project; and • Name of contact who may be contacted as a reference. <p>2 points per project, up to 3 projects.</p>	<p>6</p>	
<p>(MAX. 7 POINTS) MINIMUM REQUIRED 4 POINTS</p>	<p>b) Does the Project Manager have experience in leading data collection, analysis and interpretation?</p> <p>1 point per year, up to 7 years.</p>	<p>7</p>	
<p>MAXIMUM SCORE</p>		<p>100</p>	

Evaluation Criteria	OVERALL Minimum Points for Compliance 60% or (60/100)	Maximum Points Available	Minimum Points required
R1	experience in developing and carrying out a national survey of bioenergy	15	
R2	knowledge of bioenergy	5	
R3	knowledge of the principles of data collection, management, confidentiality issues, uncertainty and quality assurance/quality control.	20	
R4	quality of the previous related studies	12	
R5	team member experience and qualifications	20	a) 3 b) 3 c) 3 d) 3
R6	Work Plan description	15	10
R7	Project Manager's experience	13	a) 4 b) 4
	Maximum Points for Rated Criteria	100	

APPENDIX "B"

Selection of Contractor

Technical Rating

The proposal that obtained the highest score for the technical evaluation, as presented in appendix A, will be assigned a weight of **75%**. All other proposals that meet the minimum score requirements for the technical evaluation will be prorated.

Basis of Selection (Highest combined Technical Merit (75%) and Price (25%))

2. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. obtain the required minimum points required from R5 to R7 for the technical evaluation criteria which are subject to point rating.
 - c. Obtain an OVERALL minimum score of 60%.

Bids not meeting "(a) or (b) or (c)" will be declared non-responsive

The *responsive* (compliant) Bidder with the highest combined rating of **Technical (75%)** and **price (25%)** will be recommended for award of a contract. Contractor Selection Method is based on the Responsive Bidder achieving the highest total points. See the following example below.

Formula:

$$\frac{\text{Bidder's Rated Score}}{\text{Highest Bidder's Rated Score}} \times 75 + \frac{\text{Lowest Bidder Price}}{\text{Bidder's Price}} \times 25$$

Example:

Description	Bidder A	Bidder B	Bidder C
Bidder Proposal Points Received	95	85	75
Bidder Proposed Price	\$75,000	\$81,000	\$71,000

Final Evaluation Score Calculation:

Bidder	Points for Proposal Score	Points for Price	Total Points
Bidder A	$(95 / 95) \times 75 = 75$	$(71,000 / 75,000) \times 25 = 23.7$	98.7
Bidder B	$(85 / 95) \times 75 = 67.1$	$(71,000 / 81,000) \times 25 = 21.9$	89.0
Bidder C	$(75 / 95) \times 75 = 59.2$	$(71,000 / 71,000) \times 25 = 25$	84.2

In this example, Bidder A will be recommended for Contract award.

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