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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, Evaluation Criteria – Mandatory and Rated, Security Requirements Check List, Basis of Payment, Insurance Requirements and Language Certification.

2. Summary

Environment Canada operates an environmental monitoring station in Stephenville, Newfoundland. It is a research and monitoring station which forms part of Environment Canada's national network of CAPMoN stations. The primary focus of this monitoring station is the weekly collection of mercury in precipitation samples. Data is collected via automated samplers. A contract operator is required to attend to the station to retrieve the mercury in precipitation samples weekly and package and ship them for analysis to the Analytical Laboratory in Seattle, Washington. Other daily duties include reading and recording of various gauges, diagnostics, and regular servicing, troubleshooting, and minor repair of the mercury in precipitation sampling system.

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.

(2014-03-01) 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 (EC) Bid Receiving Unit (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 by facsimile to EC will not be accepted.

3. Former Public Servant

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,

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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 Adjustment Directive

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 Applicable Taxes.

4. 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. 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.

6. 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 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 hard copies)

Section II: Financial Bid (one hard copy)

Section III: Certifications (two 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 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 Annex E “Basis of Payment.”

1.2 SACC Manual Clauses

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

1.1.2 Point Rated Technical Criteria

1.2 Financial Evaluation

2. Basis of Selection

See Annex "B"

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

a) Former Public Servant Form.

2. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

3. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

- 1.1. Before award of a contract, the following conditions must be met:
- (a) The Bidder and the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name 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 a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 1.3 For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

The Contractor freely accepts and fully assumes all risks, dangers and hazards associated with the performance of the work under this contract and the possibility of third party and personal injury, death, property damage or loss resulting therefrom.

Without restricting the generality of the foregoing, the Contractor releases Her Majesty the Queen in right of Canada, Her Heirs, successors, officers, employees, servants, contractors and agents from all liability, and do hereby waive as against Her Majesty all recourses, claims, causes of action of any kind whatsoever, in respect of all personal injuries or property losses which the Contractor may suffer arising out of or connected with my Work under the Contract.

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 – See Annex A**
- 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 dated 2014-03-01, General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract – See Annex “D” Security Requirements Checklist

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.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from August 1, 2014 to March 31, 2015 inclusive.

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 additional one year periods 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 fifteen 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.

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5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Carole Daigle
Title: Contracting Officer
Environment Canada
Procurement and Contracting, Finance Branch
Address: 45 Alderney Drive
Dartmouth, NS
B2Y 2N6

Telephone: 902-426-0935
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 Project Authority for the Contract is: (To be provided at 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 – Contractor shall submit with bid

6. Proactive Disclosure of Contracts with Former Public Servants

7. Payment

7.1 Basis of Payment
Annex "E"

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be determined at contract award). Customs duties are excluded and Applicable Taxes are extra.
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. four (4) 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.

7.3 Monthly Payment

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.

7.4 T1204 – Direct Request by Customer Department

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).

8. Invoicing Instructions

1. The Contractor must submit invoices to the Project Authority on a monthly basis.

Invoices cannot be submitted until all work identified in the invoice has been completed and that any reports related to the Work identified in the invoice have been received by the Project Authority.

9. Certifications

9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

10. Applicable Laws

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

11. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 dated 2014-03-01 General Conditions – Higher Complexity - Services;
- (c) Annex A; Statement of Work;
- (d) Annex B; Basis of Selection;
- (e) Annex C; Evaluated Criteria – Mandatory and Rated;
- (f) Annex D; Security Requirements Checklist;
- (g) Annex E; Basis of Payment;
- (h) Annex F; Language Certification

12. Insurance Requirements

SACC Manual clause G1005 (2008-05-12)

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. It does not release the Contractor from or reduce its liability under the contract.

ANNEX A STATEMENT OF WORK

Mercury deposition sampling and Other Services – Stephenville, NL

Overview of the work to be performed:

Environment Canada operates an environmental monitoring station in Stephenville, Newfoundland. It is a research and monitoring station which forms part of Environment Canada's national network of CAPMoN stations. The primary focus of this monitoring station is the weekly collection of mercury in precipitation samples. Data is collected via automated samplers. A contract operator is required to attend to the station to retrieve the mercury in precipitation samples weekly and package and ship them for analysis to the Analytical Laboratory in Seattle, Washington. Other daily duties include reading and recording of various gauges, diagnostics, and regular servicing, troubleshooting, and minor repair of the mercury in precipitation sampling system.

Details of the services to be provided CAPMoN Program Sampling

1. Mercury deposition sampling:
 - a. Every Tuesday, the contract operator will retrieve the previous weeks' precipitation samples, complete the Observer Form for this sample, deploy the new weeks sample collection glassware, and start a new Observer Form.
 - b. The operator is responsible for retrieving the previous week's electronic rain gauge data using a supplied PDA and emailing it to CAPMoN as well as recording it on the Observer Form.
 - c. 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.
 - d. Under the direction of (EC) Environment Canada staff, the Contractor will perform minor troubleshooting, maintenance and repair of the Mercury Deposition Sampling equipment.
 - e. Every week the operator will be responsible for packaging and shipping by courier the MDN precipitation sample. The operator will be supplied with preprinted waybills and manifests and will be responsible for ensuring the samples are delivered to or picked up by the designated courier. The operator is NOT responsible for shipping expenses. When available, the contractor will pick up new sampling containers at the same time the completed sampling containers are shipped.
2. On-site training will be provided. After thirty days the contractor will be required to pass certification by the CAPMoN Authority. Failure to pass certification will result in the termination of the contract.

Deliverables

1. The operator will be responsible for packaging and shipping the mercury in precipitation samples by courier to the Analytical Laboratory in Toronto, Ontario every week. The operator is also responsible for picking up empty shipping containers at the closest Canada Post outlet.

The operator will be supplied with preprinted manifests but will be responsible for ensuring the samples are delivered to or picked up by the designated courier. The operator is not responsible for shipping expenses.

2. First level maintenance, diagnosis of problems, and minor repairs to equipment is often required of the operator. This may include, but is not limited to:
 - a. Cleaning of equipment
 - b. Replacement of Defective parts
 - c. Resetting or rebooting electronic systems
 - d. Replacement and setup of operational unit with backup unit
 - e. Checking and readjustment of various parts or software parameters as needed.
 - f. The operator is responsible for the physical shipping and receiving of replacement equipment as required. The shipping costs are covered by Environment Canada.
3. The operator is responsible for some of the routine site maintenance including keeping the sample hut clean, clearing the snow off the sampling hut stairs and deck, and grass cutting to keep the vegetation within the fenced or designated compound area at an acceptable height. The general cleanliness of the immediate sampling location is the responsibility of the contractor, including the removal of garbage/waste from the site.

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

4. The operator must have knowledge of daily local weather conditions. That knowledge is usually acquired by living in the immediate area.
5. The site operator is required to report by phone once per month to the Inspection Designate. The site operator will be supplied with a phone number and name for emergencies. Solely CAPMoN staff shall make any and all changes to the sampling program. All changes shall be made know to the contractor, either orally or in writing, or both.

General Conditions

1. The contractor must supply at least two people (to a maximum of four people), a Primary and a Back-up operator. The back-up operator(s) is required to service the measurement site at least once per month.
2. The Primary operator and Back-up Operator(s) must be proficient in English, both written and oral.
3. All site operators (including the designated backup(s)) must make themselves available for two inspections each year as well as for certifications as required. The inspections will be during normal sample collection periods and should take less than 2 hours each.
4. All operators will be required to have a personal security screening check with Environment Canada. This is a requirement to enter government facilities and use the equipment supplied by the government. The security check could mean that further checks with the local police authorities may be required. Fingerprinting costs will be the responsibility of the contractor.
5. Smoking is not permitted within 500 meters of the compound. Vehicles shall not approach closer than the designated parking area. The Contractor shall not enter the building with contaminated clothing or footwear.
6. The Contractor shall not bring toxic or contaminating compounds such as oil based products, soaps, disinfectants, or insect repellents to the CAPMoN station. No paints, solvents or glues shall be used onsite or in the vicinity of the compound.

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7. The Contractor shall clean and wash the interior of the building when required using only distilled or de-ionized water as supplied by Environment Canada and dust shall be swept or vacuumed.
8. The Contractor shall contribute to the security of the site by adhering to the use of locks where applied. Any suspicious activity or tampering of the site equipment shall be reported to the regional inspector, as should any event or activity that may compromise the sampling integrity.

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

For each 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 60.

$$\text{TECHNICAL SCORE} = \frac{\text{Bidder's TECHNICAL SCORE}}{\text{Total Possible TECHNICAL SCORE}} \times 60 \text{ points}$$

Calculation of Financial Score: the financial score is calculated by giving full points (40) 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 40 points, as follows:

$$\text{FINANCIAL SCORE} = \frac{\text{Lowest TOTAL ESTIMATED COST (\$)}}{\text{Bidder's TOTAL ESTIMATED COST (\$)}} \times 40 \text{ points}$$

Calculation of Total Score:

[Bidder's **TECHNICAL SCORE** (out of 60 points)] + [Bidder's **FINANCIAL SCORE** (out of 40 points)]

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

ANNEX C
EVALUATION CRITERIA – MANDATORY AND RATED

Mandatory Criteria

Yes/No

1.	Proof of a valid Nova Scotia (or provincial equivalent) driver's license.	
2.	A backup operator is required and must be identified in the bid. All proposed operators must be identified.	
3.	Signed certification, ANNEX G that both the contractor and back-up are fluent in English, oral and written.	

**ANNEX C
 EVALUATION CRITERIA – MANDATORY AND RATED**

Page 2

<u>Rated Criteria</u>	Points
<p>1. 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)
<p>2. Two reference letters of 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)
<p>3. The contractor must be able to document local weather conditions as part of the SOW.</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)
<p>4. Contractor's working alone procedures or plan.</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 A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Environment Canada	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 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.		
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 <input type="checkbox"/> Yes	
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 <input type="checkbox"/> Yes	
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? (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)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
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 <input checked="" type="checkbox"/> Yes	
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 <input type="checkbox"/> Yes	
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		
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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
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 / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / 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"/>

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Contract Number / Numéro du contrat
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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?
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

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?
 Short Title(s) of material / Titre(s) abrégé(s) du matériel:
 Document Number / Numéro du document: No / Non Yes / Oui

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?
 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

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Contract Number / Numéro du contrat
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PART C - continued / PARTIE C - (suite)
 For users completing the form manually use the summary chart below to indicate the category(les) 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 DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assests Renseignements / Éléments Production																
IT Media / Support TI																
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).

Security Classification / Classification de sécurité
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Environment Canada
 Mercury Sampling and Other Services – CAPMoN site, Stephenville, NL
 K4B20-14-0119



Contract Number / Numéro du contrat
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Martin MacLellan		A/Superintendent of CAPMoN	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
902-426-6618	902-426-6404	martin.maclellan@ec.gc.ca	Feb 17, 2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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?			<input type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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Security Classification / Classification de sécurité
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**ANNEX E
BASIS OF PAYMENT**

This contract is for 8 months from August 1, 2014-March 31, 2015 with the two options to extend in 12 month intervals to a maximum end date of March 31, 2017

1.1 The maximum budget for this contract is as follows:

- \$5,400.00 for the period August 1, 2014 – March 31, 2015
- \$8,000.00 for the period April 1, 2015 – March 31, 2016 – if option year is exercised
- \$8,000.00 for the period April 1, 2016 - March 31, 2017 – 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. 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.

Year 1: August 1, 2014 up to and including March 31, 2015		
	Total estimated cost for CAPMoN Observations per year	\$ _____
	Total estimated travel	\$ _____
	TOTAL ESTIMATED (RATES AND TRAVEL)	\$ _____

(Option Period 1) For the Period April 1, 2015 up to and including March 31, 2016		
	Total estimated cost for CAPMoN Observations per year	\$ _____
	Total estimated travel	\$ _____
	TOTAL ESTIMATED (RATES AND TRAVEL)	\$ _____

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(Option Period 2) For the Period April 1, 2016 up to and including March 31, 2017		
	Total estimated cost for CAPMoN Observations per year	\$ _____
	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
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)