



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

August 11, 2014

Solicitation number K2A50-14-9005

PROJECT TITLE: The capture of National Harvest Survey Data 2014-2017

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 September 22, 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 **K2A50-14-9005** on the outside of all proposal/courier envelopes.
2. Include the following in your proposal, in sufficient detail for evaluation purposes:
 - (a) a brief statement indicating your understanding of the work;
 - (b) a summary of your related experience;
 - (c) a listing of staff (professional, technical, administrative, sub-contractors) who will be assigned to the work, and their respective personal résumés;

(FORMER PUBLIC SERVANTS IN RECEIPT OF A GOVERNMENT PENSION MUST BE CLEARLY IDENTIFIED)

- (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 email: josee.francoeur@ec.gc.ca

Yours sincerely,

Josée Francoeur
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).

Contract Period:		contract signing to 30 June 2015		
Category of Personnel	Data entry cost per 1000 permit (A)	Data entry cost per 1000 questionnaires (B)	Data entry cost per 1000 wing envelops (C)	Total (D1) A + B + C
Bidder's Grand Total Price =		\$ _____		

Option Period # 1:		1 July 2015 to 30 June 2016		
Category of Personnel	Data entry cost per 1000 permit (A)	Data entry cost per 1000 questionnaires (B)	Data entry cost per 1000 wing envelops (C)	Total (D2) A + B + C
Bidder's Grand Total Price =		\$ _____		

Option Period # 1:		1 July 2016 to 30 June 2017		
Category of Personnel	Data entry cost per 1000 permit (A)	Data entry cost per 1000 questionnaires (B)	Data entry cost per 1000 wing envelops (C)	Total (D3) A + B + C
Bidder's Grand Total Price =		\$ _____		



2.1 Total for initial period + two option period:
(D1 + D2 + D3)

\$ _____

2.2 Travel Expenses:

\$ _____

2.3 Administrative Expenses:

(Courier, long distance calls, reproduction,
set-up fees, shipping cost, etc.).

\$ _____

2.4 TOTAL PROPOSAL PRICE
(Canadian Currency)

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

+ G.S.T. \$ _____

TOTAL: \$ _____



- 3. I (We) agree that the Offer of Service will remain firm for a period of one hundred and twenty (120) calendar days after the tender closing date.
- 4. Payment for professional services and associated costs will be effected upon completion of each phase, submission of invoices detailing the work completed to date and upon confirmation by the departmental representative of the services rendered/deliverables received.

Claims for travel and accommodation expenses will be reimbursed at cost, in accordance with the Travel Directive, after they have been submitted with the aforementioned invoices and supported by receipts, vouchers, or other appropriate documents.

- 5. I (We) agree to submit herewith the following:
 - (a) a PROPOSAL to undertake the work, indicating an understanding of the objectives and responsibilities, a methodology and a time schedule as it relates to the requirements;
 - (b) a CORPORATE RESUME indicating relevant experience, the proposed personnel for the work team including their curriculum vitae;
 - (c) a list, if applicable, of SUBCONTRACTOR(S) including full names and addresses, portion(s) of work to be subcontracted and relevant firm experience;
 - (d) a duly completed OFFER OF SERVICE, **in two copies (2)**.
 - (e) a duly completed former public servant certification, **in two copies (2)**.
- 6. It is a condition that during the term of the contract all persons engaged in the course of carrying out this contract shall conduct themselves in compliance with the principles of the Conflict of Interest and Post-Employment Code for Public Office Holders. Should an interest be acquired or seem to cause a departure from the principles, the contractor shall declare it immediately to the departmental representative.

OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT SHALL BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE AND SHALL BE REJECTED.

Dated this day of , 2014, at in the province of

by: (Signing Officer) Print & Sign

Title



Former Public Servant Certification – Competitive Requirement

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program



Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signed

Date



TERMS OF REFERENCE

SOLICITATION **K2A50-14-9005**

The capture of National Harvest Survey Data 2014-2017

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 where the foreground consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software. (section 6.5 of the Treasury Board of Canada Secretariat *Policy on Title to Intellectual Property Arising under Crown Procurement Contracts*).

CONFIDENTIALITY

The Contractor must keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work, including any information that is confidential or proprietary to third parties, and all information conceived, developed or produced by the Contractor as part of the Work when copyright or any other intellectual property rights in such information belongs to Canada under the Contract. The Contractor must not disclose any such information without the written permission of Canada.

The Contractor agrees to use any information provided to the Contractor by or on behalf of Canada only for the purpose of the Contract. The Contractor acknowledges that all this information remains the property of Canada or the third party, as the case may be. Unless provided otherwise in the Contract, the Contractor must deliver to Canada all such information, together with every copy, draft, working paper and note that contains such information, upon completion or termination of the Contract or at such earlier time as Canada may require.

Subject to the Access to Information Act, R.S., 1985, c. A-1, and to any right of Canada under the Contract to release or disclose, Canada must not release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a subcontractor.

The obligations of the Parties set out in this section do not apply to any information if the information:

- (a) is publicly available from a source other than the other Party; or
 - (b) is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information;
- or
- (c) is developed by a Party without use of the information of the other Party.



Wherever possible, the Contractor must mark or identify any proprietary information delivered to Canada under the Contract as "Property of (Contractor's name), permitted Government uses defined under Public Works and Government Services (PWGSC) Contract No. (fill in Contract Number)". Canada will not be liable for any unauthorized use or disclosure of information that could have been so marked or identified and was not.

If the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, or PROTECTED by Canada, the Contractor must at all times take all measures reasonably necessary for the safeguarding of the material so identified, including those set out in the PWGSC Industrial Security Manual and its supplements and any other instructions issued by Canada.

If the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, or PROTECTED, by Canada, representatives of Canada are entitled to inspect the Contractor's premises and the premises of a subcontractor at any tier for security purposes at any time during the term of the Contract. The Contractor must comply with, and ensure that any subcontractor complies with, all written instructions issued by Canada dealing with the material so identified, including any requirement that employees of the Contractor or of any subcontractor execute and deliver declarations relating to reliability screenings, security clearances and other procedures.

PROTECTION AND SECURITY OF DATA STORED IN DATABASES

The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:

- (a) equivalent protections are given to personal information as in Canada under legislation such as the Privacy Act, R.S. 1985, c. P-21, and the Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5, and under any applicable policies of the Government of Canada; and
- (b) the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.

In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).



The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in an another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.

The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.

The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.

Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

OBJECTIVES

This work requires the data capturing of National Harvest Survey materials in digital format.

BACKGROUND

The National Harvest Survey is a Canadian Wildlife Service (CWS) program designed to provide estimates of the annual harvest of migratory game birds in Canada by sport hunters. To hunt migratory game birds, sport hunters are required to buy a migratory game bird hunting permit issued by Canadian Wildlife Service (CWS). Each permit has a detachable stub that contains information about the permit holder (i.e. hunter). Stubs are mailed back to the National Wildlife Research Centre for batching and sent for data capturing. Permit stubs must be captured in a form that can be loaded into an Oracle database. Once captured, records are used to conduct harvest surveys. Random samples of hunters are selected for the Harvest Questionnaire and the Species Composition surveys. These two surveys are used to obtain information on hunting activities and on the species harvested by hunters. Harvest Questionnaires are mailed in December and a second mailing to non-respondents takes place in early February of the following year. For the Species Composition Survey (also called Wing and Tail survey), hunters are asked to send samples of wings and tails of their kills. Samples are inserted into special container envelopes, mailed to regional wing centres, and are later identified by a team of experts at the national "WingBee". Returned questionnaires and wing envelope data must be captured in a form that can be loaded into an Oracle database. These data are used in June each year for statistical analyses to produce estimates of harvest and hunting activity.



PERIOD OF CONTRACT

The period of the Contract will be from date of Contract award to **June 30th, 2015** inclusive.

OPTION PERIOD

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **2** additional **1** year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions 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 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority and must be evidenced through a contract amendment.

DESCRIPTION OF THE WORK, SCHEDULE AND DELIVERABLES

The Contractor will capture the data from the Migratory Game Bird Hunting Permit stubs, Harvest Questionnaire Survey forms and the Species Composition Survey wing envelopes according to the detailed specifications provided for each of the three data types. In total, up to 190,000 Permit forms, up to 8000 Harvest Questionnaire Survey forms and up to 17,000 Species Composition Survey records (approximately ~20,400,000 keystrokes) are involved to complete the contract on an annual basis. Actual numbers will depend on the numbers of hunters purchasing permits and the number of questionnaires returned. Price quotation should be expressed in cost per record. The contractor must verify that no duplicate records are submitted. The information to be captured is considered Protected A, and will come in a mixture of both official languages. The Contractor must attest that the data entry operators are fluently (French – English) bilingual and have appropriate security clearance (i.e., Reliability). A 99.5% accuracy in data capturing is required. The proposed contract is for one year, from September 1st, 2014 to June 30th, 2015, with the option to extend the contract two times for one additional year, for a total of 3 years.

The Contractor is responsible for arranging the pick-up and return of survey materials from and to the Canadian Wildlife Service office located in Ottawa, Ontario, Canada. There are 2500 permit stubs per box, 2000 questionnaires per box and 1200 wing envelopes per box. Pick-up and delivery costs must be included in the proposal.

Detailed specifications for the capture of the migratory game bird hunting permit stubs, Harvest Questionnaire Survey forms and special wing envelopes.

The data capture of the permit stubs will be required during the period of September 1st, 2014 to mid-May, 2015 and the data capture of the Harvest Questionnaire Survey forms and Species Composition Survey special wing envelopes will occur during the period of February 1st to mid-May, 2015.

Records will be provided in batches of 100 and each record is identified with a unique sequence number. Batches must be returned in the same carton in which they were received. In addition, compact disks including all the captured data must be delivered with their corresponding boxes.



Compact disks with data files are to be provided by consignee and have the following characteristics:

Media: CD or DVD

File Format: MS Excel

Logical Record Length: see specifications

File name: XXXX#####.yyyy, where ##### is the first batch number in the box and “yyyy” is the year of the harvest season (these will be specified to the Contractor). File name and Date created must be specified on the CD/DVD label (Day-Month-Year). Use PERM#####.yyyy for permit stubs, HARVEST#####.yyyy for questionnaire forms, CALENDAR#####.yyyy for questionnaire forms’ calendar and SPECIES#####.yyyy for species composition survey wing envelope data.

Migratory Game Bird Hunting Permit Forms (i.e., permit stubs)

The Migratory Game Bird Hunting Permit stubs (stock: No. 1 Tag, White, 200M basis) are received folded and glued on three sides (uncut and unopened dimensions are ~ 178mm x 95mm). The glue band width (near the edge) is approximately 10mm. The glue and text are separated by a 10mm space to facilitate cutting and opening. The Contractor will need to cut open the permits (pre-batched by Environment Canada in bundles of 100 records) prior to capturing the data. The permit stub artwork is printed on a single page/side using 2 colours, black and one Pantone. There are 4 black anchor points on the permits to facilitate scanning, if necessary. The type of information to be captured includes the permit number which is printed (with matching barcode) as well as a series of hand-printed fields such as vendor identification code, date of sale, permit applicant name and mailing address, email and a series of checked boxes.

If the forms are scanned as part of the data capture process, the contractor should provide a copy of the scanned images in PDF format for each record, with the file naming format for each record that matches the permit number printed on the top right section of the form. As such, the file naming format for each record would be PERM_XXXXXX.yyyy.pdf, where “XXXXXX” is the permit number and unique to each form and “yyyy” is the year of the harvest season, to be specified to the Contractor

Deliverables: Approximate distribution of work and associated maximum volumes:

<u>Period</u>	<u>Completed</u>	<u>Cumulative</u>
September 1 to 15 November	up to 165,000	165,000
November 16 to December 31	up to 12,000	177,000
January 1 to March 31	up to 8,000	185,000
April 1 to June 30	up to 5,000	190,000

Record Length: maximum of 203 characters, with an average of 110 characters per record (based on previous years).

A turnaround time of five (5) calendar days on volumes of up to 25,000 permits is required. Weekly pickups and delivery of material will be required during the initial period.

A batch control listing must be created for each box, in sequence by batch number. The list will



contain the following information:

- a) Date created
- b) File name
- c) Batch Identification
- d) Record count per batch
- e) Total record count per file

Rejected stubs: Permits that cannot be read should be rejected. Rejected stubs are to be pulled from their respective batches and returned as a separate batch in each box and labelled **REJECTS**. The control forms that accompany each batch must indicate the number of permits that were removed from that batch as a result of errors. The error count must be entered in a red circle on the batch control form. The total number of errors indicated on the batch control forms should equal the number of permits of the REJECT batch.

The details of the file structure to use for migratory game bird hunting permits stubs will be provided upon contract award.

Harvest Questionnaire Survey Forms:

The Harvest Questionnaire Survey form is printed on one double-sided legal sheet. A small number of the forms (i.e., <300) will also contain a third legal page. Survey participants are asked to report on their current year's hunting effort and success of migratory game birds in Canada. The type of information to be captured includes hunter identification and permit numbers, hunting place name, and several numeric values associated with hunting activity.

If the forms are scanned as part of the data capture process, the contractor should provide a copy of the scanned images in PDF format for each record, with the file naming format for each record that matches the hunter identification number printed on the top left section of the form. As such, the file naming format for each record would be `HQS_XXXXXXXXXX.yyyy.pdf`, where "XXXXXXXXXX" is unique to each questionnaire and "yyyy" is the year of the harvest season, to be specified to the Contractor

Volume: 8,000 forms (maximum)

Time frame: data capture from February 1st to mid-May, 2015.

Deliverables: Distribution of work (approximately):

- 6,000 captured by mid-March, 2015 (weekly return of CD/DVD and boxes),
- 2,000 captured by mid-May, 2015.

Record Length: 126 characters for questionnaires, on average 150 characters for the calendar portion of questionnaires

Disk must contain 2 files (Harvest, sorted by *Year, Permit, Mail* fields; Calendar sorted by *Year, Permit, Mail and Type* fields)

Data file structure: provided upon contract award.

Species Composition Survey special wing envelopes:



Wings and tails are sent by hunters using a double envelope system. Parts are first placed in a paper envelope, which in turn is inserted in a double-sealed plastic envelope (48ga Polyester/3.5mil). Hunters are asked to write directly on the back side of the plastic wing envelope the information specific to the hunting event, such as date and location. The wing envelopes are sent to one of four reception centers across Canada, where they are pre-sorted. The wings and tails are processed in late January by CWS technicians and biologists during a week-long workshop, referred to as the wingbee. A label with a unique identification number is affixed to the envelope and the age and sex is noted by the technician. The contractor will be provided with wing envelopes that include the species record information. The majority of envelopes (approximately 90%) have a single species record per envelope, while the remainder may have 2 or more records. The information that requires data capturing includes the part identification number, hunter identification and permit number, hunting location, hunting date, age and sex.

If the forms are scanned as part of the data capture process, the contractor should provide a copy of the scanned images in PDF format for each record, using a file naming format for each record that matches the number printed on the identification labels (located at top right corner of the wing envelope). As such, the file name would be SCS_SSSSQQQQLLLL.YYYY.pdf, where “SSSS” is the species code, “QQQQ” is the sequence number, “LLLL” is the label year and “YYYY” is the harvest year.

Volume: 17,000 records (maximum)

Time frame: data capture from February 1st to mid-May, 2015.

Deliverables: Distribution of work (approximately):

- 14,000 captured by mid-March, 2015 (bimonthly return of disk and boxes)
- 3,000 captured by mid-May, 2015 (return of disk and boxes bimonthly)

Record Length: 132 characters

Disk returned with only one file (Species)

Data file structure: provided upon contract award.

SUMMARY OF DELIVERABLES

Approximate distribution of work and associated maximum volumes:

<u>Period</u>	<u>Completed</u>	<u>Cumulative</u>
1) Migratory Game Bird Hunting Permits		
September 1 to 15 November	up to 165,000	165,000
November 16 to December 31	up to 12,000	177,000
January 1 to March 31	up to 8,000	185,000
April 1 to June 30	up to 5,000	190,000

2) Harvest Questionnaire Survey forms



February 1 to mid-March	up to 6,000	6,000
April 1 to mid-May	up to 2,000	8,000

3) Species Composition Survey forms

February 1 to mid-March	up to 14,000	14,000
April 1 to mid-May	up to 3,000	17,000

ACCEPTANCE CRITERIA

The deliverables identified in the section "Description of the work, schedule and deliverables" are subject to the acceptance of the Departmental Representative and must meet the specifications and requirements stated within the same section.

CROWN INPUT

Permit stubs, questionnaire forms and wing envelopes will be provided to the Contractor for their data capture. They will be returned to the Departmental Representative after processing.

PROJECT COST

Environment Canada has established funding for this project at a maximum amount of \$82,520.00 CAD excluding HST/GST, per year, for a total of \$247,560.00 including all option periods.

SECURITY

All contractor personnel assigned to work under this contract must be cleared to the level of **ENHANCED RELIABILITY** status.

PROPOSAL INSTRUCTIONS

MANDATORY AND RATED REQUIREMENT

To be considered, a proposal must respect all of the following requirements:

- Include a statement of understanding of the work to undertake and why it is requested. A simple copy of the request for proposal material is not acceptable.
- The location of the data capture must be in Canada.
- The use of sub-contractors is not permitted.

Evaluation of proposals

The proposals 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 cited in the proposal.

Understanding of the project

The proposal must clearly demonstrate an understanding of the work to be undertaken, why it has been requested and its possible challenges.



Approach and methodology

A description of the technical approach, methodology and data sources to be used should be included. The proposed approach, methodology and specific steps undertaken to meet each Output in the Statement of Work must be presented in detail, and must state which key personnel will be assigned to each task. The proposed approach and methodology must be technically feasible.

Advantages of the proposed approach should be presented.

Possible problems and challenges that could arise that would impact the quality and/or delivery of the project should be presented, with realistic solutions.

Cost component

Data entry costs will be stated by the thousand (e.g. \$/1000 permits). Other anticipated costs (courier, administrative fees, set-up fees) must be presented separately (transfer total to section 2.3 of Offer of Service, page 6 above). The contractor is responsible for shipping arrangements and costs. The proposal will be rejected if these requirements are not met.

The following is a breakdown of the Professional Services (show fee structure all-inclusive of profit and overhead).

Contract Period:		contract signing to 30 June 2015		
Category of Personnel	Data entry cost per 1000 permit (A)	Data entry cost per 1000 questionnaires (B)	Data entry cost per 1000 wing envelops (C)	Total (D) A + B + C
Bidder's Grand Total Price =			\$ _____ (Transfer total to Section 2.1 of Offer of Service (page 6 above))	

Option Period # 1:		1 July 2015 to 30 June 2016		
Category of Personnel	Data entry cost per 1000 permit (A)	Data entry cost per 1000 questionnaires (B)	Data entry cost per 1000 wing envelops (C)	Total (D) A + B + C
Bidder's Grand Total Price =			\$ _____	



	(Transfer total to Section 2.1 of Offer of Service (page 6 above))
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Option Period # 1:		1 July 2016 to 30 June 2017		
Category of Personnel	Data entry cost per 1000 permit (A)	Data entry cost per 1000 questionnaires (B)	Data entry cost per 1000 wing envelops (C)	Total (D) A + B + C
Bidder's Grand Total Price =			\$ _____ (Transfer total to Section 2.1 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

Mandatory Criteria

Selection of Contractor (lowest compliant cost per point)

Technical Rating

The contract will be awarded to the firm obtaining the **lowest compliant cost per point** proposal (determined by dividing the bid price by the total points achieved in the evaluation of the bidder's proposal).

Basis of Selection "Lowest cost per point"

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum **OVERALL SCORE of 80%** required from **R1 to R6** for the technical evaluation criteria which are subject to point rating.

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

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

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.

	Mandatory Criteria	Met/Not Met
M1	All contractor personnel assigned to work under this contract must be cleared to the level of ENHANCED RELIABILITY status.	
M2	The use of sub-Contractors is not permitted	
M3	75% of the contractor personnel involved with the data capturing under this contract must be fluently bilingual (French and English).	

	Rated Criteria	Maximum Score	Score
R1	R1. APPROACH and METHODOLOGY		
Maximum:	Proposal demonstrates a comprehensive	15	



<p>15 points</p>	<p>methodological approach to complete all aspects of the project including:</p> <p>(15) The description of the technical approach and method is detailed enough to include a description of each step that will be undertaken to meet each Output in the Statement of Work. The approach and method are complete, realistic and technically feasible; the approach offers advantages with no tradeoffs;</p> <p>(10) The description of the technical approach and method, including a description of each step that will be undertaken to meet each Output in the Statement of Work and data sources, is a) missing some details OR b) not easily realistic or technically feasible. The approach offers some advantages</p> <p>(5) The description of the technical approach and method is incomplete or not realistic or not technically feasible OR the approach is not convincingly advantageous;</p> <p>(0) Advantages to the proposed approach are not presented;</p>		
<p>R2</p>	<p>R2 WORK PLAN AND SCHEDULE</p>		
<p>Maximum: 30 points</p>	<p>A) Proposal provides a detailed schedule and work plan which demonstrates a commitment to meeting the project objectives and deliverables on time and how quality assurance will be addressed thorough the project. The following rating scheme will be used to evaluate this criterion:</p> <p>(15) The bidding company provided a detailed Work Plan with a clear and logical understanding of the Objectives of the Statement of Work and quality assurance was addressed.</p> <p>(10) Objectives of the Statement of Work and quality assurance was addressed. Some details are missing</p>	<p>15</p>	



	<p>(5)The bidding company provided a Work Plan with some understanding of the Objectives of the Statement of Work and quality assurance but is missing many details</p> <p>(0)The bidding company did not include a schedule or work plan</p>		
	<p>B) In the work plan, qualified and experience personnel are assigned to each Tasks:</p> <p>(5) For each Task, all the personnel assigned to each Task are qualified and experienced to successfully complete the Task.</p> <p>(3) For some Tasks, the personnel assigned are not qualified and experienced to ensure successful</p> <p>(2) For most Tasks or for key tasks, the personnel assigned are not qualified and experienced to ensure successful</p> <p>(0) The personnel assigned to each Task are not identified.</p>	<p>5</p>	
	<p>C) Description of contingency plans/measures in place.</p> <p>(10) Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are clearly described and demonstrate a realistic approach and understanding of the project; the proposed solutions are realistic and within the scope of the project.</p> <p>(5) Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are not clearly described or are incomplete, i.e. that they are not entirely compatible with the proposed approach OR do not demonstrate a realistic understanding of the project.</p> <p>(1) Possible problems and challenges that</p>	<p>10</p>	



	<p>could arise that would impact the quality and/or delivery of the project are poorly described.</p> <p>(0) Problems, challenges and solutions are not identified.</p>		
R3	R3 PROJECT TEAM EXPERIENCE		
Maximum: 30 points	<p>R3- The project team have a balance of team members who have the experience required to meet the objectives of this work? Proof of experience with similar work must be provided in the team members' resumes.</p> <p>NOTE: Experience of each team members will be added</p> <p>A) Does the team have experience in capturing data and carrying out a national survey? 1 point per year per team member, up to 10 years.</p> <p>B) Does the team have experience in data entry? 1 point per year per team member, up to 10 years.</p> <p>C) Does the team have experience managing confidential data, and quality assurance/ quality control of data collected through surveys? 1 point per year per team member, up to 10 years.</p>	<p>10</p> <p>10</p> <p>10</p>	
R4	R4 CORPORATE EXPERIENCE		
Maximum: 42 points	<p>R4. Does the Company have the appropriate experience and skill set to manage projects of this nature?</p> <p>A) How many projects has the Company performed In the last 2 years related to national surveys, analyses of data and management of confidential data, collected through surveys?</p> <p>To be awarded points, a project description must contain at a minimum the following</p>	<p>12</p>	



	<p>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>4 points per project, up to 3 projects..</p>		
	<p>B) Two (2) references will be sought for similar or related assignments conducted by the Company since June 1, 2013. The following will be asked to each reference. (5 points per question/per reference).</p> <ol style="list-style-type: none"> 1. Were the terms of contract respected? 2. Was the services delivered on schedule? 3. Was the quality of data satisfactory? 	<p>Reference 1: 15 Reference 2: 15</p>	
<p>R5 Maximum: 55 points</p>	<p>R5. A) Points will be given for detailed description of:</p> <ol style="list-style-type: none"> i) suitability of systems ii) procedures for data capture iii) the quality control (accuracy, duplicates) 	<p>10 10 10</p>	
	<p>B) Company capacity to capture large volumes (i.e., >0.5 million keystrokes per day) of information on a precise schedule and short turnover time.</p> <p>(10) The capacity to capture large volumes of information was demonstrated.</p> <p>(0) The capacity to capture large volumes of</p>	<p>10</p>	



	information was NOT demonstrated.		
	<p>C) Details of adequate data capture facility and storage location of survey material, with emphasis on data security and confidentiality.</p> <p>(15) details of adequate data capture facility was provided as well as adequate storage location of survey material.</p> <p>(10) only details of adequate data capture facility was provided</p> <p>(5) only details of adequate storage location of survey material was provided</p> <p>(0) details about the data capture facility or the storage location of survey material was NOT provided.</p> <p>NOTE: The location of the data capture must be in Canada</p>	15	
R6	R6 PICK-UP AND DELIVERY SERVICES		
Maximum 5 points	R6 Points will be given if the company provides own pick-up and delivery service, or, a description of the reliability of the external courier service must be provided.	5	
Total maximum points		177	

An overall minimum points required (80%) or 141/177 for the technical rated criteria.

APPENDIX “B”

Selection of Contractor (lowest compliant cost per point)

Technical Rating

The contract will be awarded to the firm obtaining the **lowest compliant cost per point** proposal (determined by dividing the bid price by the total points achieved in the evaluation of the bidder’s proposal).

Basis of Selection “Lowest cost per point”



2. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum **OVERALL SCORE of 80%** required from **R1 to R6** for the technical evaluation criteria which are subject to point rating.

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

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