

REQUEST FOR PROPOSAL

RETURN BIDS TO:

Environment Canada
Procurement and Contracting
867 Lakeshore Road
P.O. Box 5050
Burlington, Ontario
L7R 4A6

Title: Ecological Risk Assessment of the
Jackfish Bay Area of Concern

Date: 20 August 2014

Request For Proposal No: KW405-14-0647

Solicitation Closes: 29 September 2014

At: 14:00:00 HRS. EDT

On:

Address Enquiries To: Heidi Noble

Telephone No: (905) 319-6982

Facsimile No: (905) 336-8907

E-Mail: Heidi.Noble@ec.gc.ca

CONTRACTOR NAME & ADDRESS

(Print or type complete legal entity)

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.....
.....
.....
.....

Telephone No:

Facsimile No:

E-Mail:

I (We), the undersigned, hereby offer to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Environment, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services and/or supplies listed herein and on any attached sheets at the price(s) set out therefor.

.....
Name and title of person authorized to sign on behalf of vendor (type or print).

.....
Signature

.....
Date

SECTION 1 PROPOSAL INSTRUCTIONS

1. RECEIPT

The specified office will receive the sealed proposals or revisions up until the time and date specified on page 1 of the Request For Proposal.

2. UNACCEPTABLE

Proposals received after the proposal closing time will not be considered.

Faxed and Electronic proposals will **not** be accepted.

Proposals **NOT** submitted with a duly completed Financial Proposal (Offer of Service) form in the format specified by the Department will not be accepted.

Incomplete proposals will be considered non-responsive and rejected, and will not be evaluated further.

Any Financial Proposal (Offer of Service) that exceeds the stated ceiling or maximum price, if any, shall be considered non-responsive and rejected.

Proposals not signed on page 1 of the Request For Proposal document shall be considered non-responsive and rejected.

3. ACCEPTANCE

The Department will not necessarily accept the lowest priced or any of the proposals submitted.

4. COMPLETION

The Request For Proposal document must be completed, **in duplicate**, and submitted in the format presented by the Department

Proposals must include the following:

- a) an indication of 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 address, portion(s) of work to be subcontracted and relevant firm experience.

Proposals 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.

It is the bidder's responsibility to ensure his/her complete understanding of the requirements and instructions specified by the Department. In the event clarification is necessary, bidders are advised to contact the Contracting Authority prior to making their submissions.

4. REFERENCE

If your proposal is of \$200,000 or more and your organization employs 100 or more permanent full-time or permanent part-time employees, it is mandatory that the requirements contained in the attached documentation on the Federal Contractors Program for Employment Equity be met or your proposal will not be considered.

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.

5. ENQUIRIES

All enquiries regarding the solicitation must be submitted in writing to the Contracting Authority named on page 1 of this document as early as possible in the solicitation period. Enquiries must be received no less than eight (8) calendar days prior to the closing date to provide sufficient time to provide a response. Enquiries received after that time may not be able to be answered prior to the closing of date of the solicitation.

All enquiries and other communications with government officials through the solicitation period are to be directed **ONLY** to the Contracting Authority named on page 1 of the solicitation. Non-compliance with this condition during the solicitation period may (for that reason alone) result in disqualification of your bid.

SECTION 2 FINANCIAL PROPOSAL

OFFER OF SERVICE

1. PROFESSIONAL SERVICES AND ASSOCIATED COSTS

1.1 Professional Services

The following is a breakdown for the Professional Services (show fee structure all-inclusive of profit and overhead). Overhead includes indirect costs such as liability insurance and days not worked due to statutory, sick, vacation and self-development days.

<u>Name (& Title) of Personnel</u>	<u>Per Diem Rate(s)</u>	<u>Number of Days</u>	<u>Total</u>
.....	\$.....	\$
.....	\$.....	\$
.....	\$.....	\$

OR

<u>Name (& Title) of Personnel</u>	<u>Hourly Rate(s)</u>	<u>Number of Hours</u>
.....	\$.....
.....	\$.....

OR

<u>Cost Per Sample/Word/Page</u>	<u>Special Rates (including requested changes)</u>
\$.....	\$.....

1.2 **Travel Expenses**

Reimbursable at cost in accordance with the attached Treasury Board Travel Directive that is in effect at the time of travel (refer to Appendix A for current rates) and supported by receipts, vouchers, or other appropriate documents, to a financial limitation of: \$ _____

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

1.3 **Subcontractors**

List subcontractors, including all direct charges and travel and living costs which will be to the account of the subcontractor:

Total estimated subcontractors: \$ _____

1.4 **TOTAL TENDER PRICE**
(Canadian Currency)

\$

+ HST \$ _____

TOTAL \$ _____

As a general rule, federal departments obtain services free of provincial ad valorem tax.

- 1. The Offer of Service will remain firm for a period of sixty (60) calendar days after the tender closing date.
- 2. Any resultant contract is for services, and will not be an employment contract. You must make your own arrangements for Canada Pension Plan, Unemployment Insurance, Workers' Compensation, Income Tax, Liability Insurance, etc. Your daily or hourly rate should reflect those overhead costs, as well as days not worked due to statutory, sick, vacation and self-development days.
- 3. Payment for professional services and associated costs will be effected upon completion, and acceptance by the departmental representative, or each phase of the work, and the submission of an invoice(s) detailing the work completed and delivered to date.
- 4. Liability Insurance: Your attention is drawn to the Liability and Indemnification clauses in the General Conditions. It is recommended that your financial proposal include the cost of

obtaining adequate contractor's Liability Insurance to protect yourself and Her Majesty from liability claims brought by third parties, and for loss and or damage to Crown property for which you may be legally liable.

SECTION 3 REQUIREMENT/ STATEMENT OF WORK

1. REQUIREMENT

To conduct a detailed quantitative ecological risk assessment (ERA) of the Jackfish Bay Area of Concern including defining the scope, breadth, and methods to be employed in the ERA in accordance with the Statement of Work detailed herein.

2. PERIOD OF CONTRACT

The proposed contract will be from the date of contract award, approximately 15 October 2014 to 30 May 2015.

3. BASIS OF PAYMENT

Should a contract be awarded, the basis of payment will be determined using the bidder's Financial Proposal as per Section 2.

The maximum budget allocated for this project shall not exceed \$75,000.00 (HST extra), (including all labour, associated costs, travel, and subcontractors). Bids valued in excess of this amount will be considered non-responsive. This disclosure of project funds does not commit Environment Canada to pay such an amount.

4. METHOD OF PAYMENT

Payment will be made monthly, in arrears, upon submission of a detailed invoice indicating work completed to date, and upon acceptance of the work and invoice by the Scientific Authority prior to invoice payment.

5. CONTRACTING AUTHORITY

Heidi Noble
Contracting Officer
Procurement & Contracting
Environment Canada
Canada Centre For Inland Waters
867 Lakeshore Road
Burlington, Ontario
L7R 4A6

Telephone: (905) 319-6982
Fax: (905) 336-8907

6. STATEMENT OF WORK

Background:

Jackfish Bay, located approximately 250 kilometers northeast of Thunder Bay, was designated an Area of Concern (AOC) in 1987. Environmental quality in Jackfish Bay was considered degraded as a result of discharge of effluent from the Terrace Bay pulp mill into Blackbird Creek, which flows 14km from the mill to Jackfish Bay on Lake Superior (Figure 1). Improvement in the treatment of the mill effluent was the primary driver that led to the redesignation of the Jackfish Bay AOC to an Area of Concern in Recovery in 2011.

The Remedial Action Plan (RAP) Team – including staff from Environment Canada, Ontario Ministry of the Environment and the Ontario Ministry of Natural Resources - decided determined that an active remediation strategy was not feasible for this AOC, and selected ‘natural recovery’ as the preferred option for restoring the Area of Concern. This recommendation was made in the Jackfish Bay Remedial Action Plan Stage 2 Report (RAP Team, 1998) recognizing the following important factors:

1. The high cost and uncertainties associated with active intervention/remediation.
2. The achievement of higher overall standards of pulp mill effluent quality from 1997-2008, which allowed water quality to improve.
3. An estimated 30-60 year timeframe (minimum) for recovery.
4. That a closed loop process for treatment of mill effluent would be preferable, but not practical.
5. The necessity to revisit and reassess the remedial strategies.

Historically, the primary contaminants of concern in Jackfish Bay were dioxins and furans. Recent sampling indicates ongoing sediment toxicity and impaired benthic communities and several inorganic contaminants in the sediment of Jackfish Bay exceed Provincial Sediment Quality Guidelines. Improvements in water and sediment quality and fish tissue concentrations have been observed since 1998. However inputs fluctuate with operational capacity and there is uncertainty regarding the level of continuous loading of historical contaminants from Blackbird Creek.

In an Area of Concern in Recovery, the government agencies continue to monitor environmental conditions to assess how well recovery is proceeding. The following are the remaining Beneficial Use Impairments (BUIs) being monitored in Jackfish Bay:

Restrictions on Fish Consumption	Requires Further Assessment
Degradation of Fish Populations	Impaired
Degradation of Benthos	Impaired
Degradation of Aesthetics	Requires Further Assessment
Loss of Fish Habitat	Impaired

A long-term monitoring plan is in place that guides data collection and future actions at the site. In the event that recovery is not occurring as it is expected to, the agencies

may consider alternative remedial actions. The final delisting of the AOC will begin when monitoring shows that the ecosystem has recovered and delisting criteria have been met. The Area in Recovery Status Report (Lakehead University, 2010) recommends that future monitoring activities in Jackfish Bay should focus on the following:

- Reducing the overall data gaps in order to assess BUI status in relation to delisting criteria;
- Adding to existing baseline to effectively assess the level of natural recovery over time;
- Understanding ecosystem recovery during periods of mill operation vs. mill closure¹; and
- Examining the severity of historic contamination in Blackbird Creek².

Figure 1: Jackfish Bay Area of Concern in Recovery



Purpose:

The purpose of this RFP is to develop a **detailed quantitative Ecological Risk Assessment (ERA)** to assess the significance of the risk to aquatic life as a result of

¹ Understanding that any mill closure would likely result in improved water quality and recovery timelines.

² BBC should only be studied to the extent that it acts as an ongoing source of contamination to Moberley, Tunnel and Jackfish Bays.

exposure to elevated levels of chemicals of potential ecological concern found in sediments in the Jackfish Bay study area.

The results of the ERA, conclusions and recommendations will be used to inform decisions about monitoring timeframes and the measurement endpoints, if any, which should be monitored for improvement over time.

Current Assumptions:

- Although Blackbird Creek has been identified as part of the AOC, the focus of any management actions would be in the Lake Superior part of the AOC, which includes Jackfish Bay, Moberley Bay and Tunnel Bay.
- The mill has stopped releasing dioxins and furans; however, there is an ongoing discharge of effluent from the Terrace Bay Mill containing nutrients and other chemicals. It is unclear how planned process changes will affect the recovery of Jackfish Bay in the future.
- Delisting criteria have been developed for the site, but may evolve based on the identification of actual risks.

Scope of work for the Ecological Risk Assessment:

The ERA shall consider all relevant ERA guidance, including but not limited to guidance developed by the CCME (1996, 1997), MOE (1996, 2005), and Environment Canada (1994, 2012). The spatial scope of the ERA shall cover Jackfish Bay, exclusive of Blackbird Creek. Although Blackbird Creek is a part of the Jackfish Bay Area of Concern in Recovery, it is only being evaluated to the extent that it may act as an ongoing source of contamination to Moberly, Tunnel, and Jackfish Bays.

The temporal scope of ERA shall focus on current and foreseeable future risks to ecological receptors, in the absence of active remediation (i.e., baseline risks). Historical risks are relevant only insofar as they may inform rates of recovery.

The ERA will focus on anthropogenic chemical stressors (e.g., dioxins/furans, polychlorinated biphenyls [PCBs], polycyclic aromatic hydrocarbons [PAHs], and metals), and not biological stressors (such as invasive species) or non-anthropogenic stressors (such as extreme weather or substrate type). Consideration of physical stressors shall be limited to the physical effects of pulp mill-related activities on the quality of the substrate for the benthic community. Risks to human health shall not be considered.

Preparation and documentation of the ERA shall be completed through four main tasks: problem formulation, exposure assessment, effects assessment, and risk characterization. The objectives, activities, and scopes of each task are detailed below.

Tasks:

1. Problem Formulation:

The objective of the problem formulation is to define the scope, breadth, and methods to be employed in the ERA. This will include the development of a conceptual site model in the form of a written description and visual representation of predicted relationships between ecological receptors and the chemicals of concern to which they may be exposed.

Problem formulation will also identify the ecological receptors to be evaluated in the ERA. The following receptors shall be evaluated for Jackfish Bay: benthic invertebrate community, fish community, piscivorous bird populations, and piscivorous mammal populations. Problem formulation will also consider the remaining BUIs in this AOC and will conclude with a definition of the assessment and measurement endpoints.

Assessment endpoints shall focus on the current condition of ecological receptors associated with the beneficial use impairments, and their potential cause(s). Draft assessment endpoints and measurement endpoints are defined below, but are subject to revision, pending the completion of the problem formulation.

Draft Assessment Endpoint 1 is benthic invertebrate community structure, survival, growth, and reproduction, and addresses the BUI of Degradation of Benthos. Relevant data are Benthic

Assessment of Sediment (BEAST) data collected in 2003, 2008, and 2013. Options for measurement endpoints that may be used to evaluate Draft Assessment Endpoint 1 include³:

- a) Sediment toxicity to invertebrate species over a gradient of concentrations of chemicals of potential ecological concern (COPECs);
- b) Concentrations of COPECs in sediment, relative to literature-derived sediment quality guidelines and concentrations protective of benthic invertebrates;
- c) Benthic invertebrate community structure relative to a gradient of COPEC concentrations; and
- d) benthic invertebrate tissue concentrations, relative to literature-derived values protective of benthic invertebrates, to the extent that such values are available.

Draft Assessment Endpoint 2 is survival, reproduction, and overall health of fish communities, and addresses the BUI of Degradation of Fish Populations. Available data relevant to this assessment endpoint includes: surface water data presented by Richman (2004); fish community composition and abundance data from Ontario Ministry of Natural Resources (2009, 2011, 2013); Ontario Ministry of Environment sport fish contaminant monitoring program data (lake trout and whitefish length, weight, and sport fish tissue concentrations from 2007, 2012, 2013); and fish tumor analysis (2010).

³ Depending on the outcome of the problem formulation, some or all of the listed measurement endpoint options ultimately may be employed in the ERA.

Options for measurement endpoints that may be used to evaluate Draft Assessment Endpoint 2 include³:

- a) Measured or modeled fish tissue concentrations in relation to tissue residue guidelines and literature-derived values that are protective of fish, including both pelagic and benthic feeders;
- b) Concentrations of COPECs in surface water, relative to water quality guidelines protective of aquatic organisms;
- c) Incidence of fish tumors or other fish health endpoints over a gradient of COPEC concentrations; and
- d) Fish abundance and community composition over a gradient of COPEC concentrations.

Draft Assessment Endpoint 3 is survival and reproduction of piscivorous birds. Available data relevant to this assessment endpoint include measured or modeled fish tissue concentrations (see above), as well as previous studies discussed in the 2010 Stage 2 RAP update report (i.e., a 10-year study of herring gulls by the Canadian Wildlife Service, studies on nest numbers of herring gulls (Morris et al. 2003 and Shutt 1994). Options for measurement endpoints that may be used to evaluate Draft Assessment Endpoint 3 include³:

- a) Comparison of modeled dietary intake of COPECs by representative bird species (e.g., herring gulls and bald eagles) to doses reported in the literature as protective of bird populations;
- b) Comparison of concentrations of COPECs in fish and invertebrate tissue to tissue residue guidelines (TRGs) protective of wildlife that consume aquatic biota; and
- c) Qualitative discussion of previous published studies of herring gulls.

Draft Assessment Endpoint 4 is survival and reproduction of piscivorous mammals. Available data relevant to this assessment endpoint include measured or modeled fish and invertebrate tissue concentrations (see above). Options for measurement endpoints that may be used to evaluate Draft Assessment Endpoint 4 include³:

- a) comparison of modeled dietary intake of COPECs by representative piscivorous mammals (mink) to doses reported in the literature as protective of mink populations; and
- b) Comparison of concentrations of COPECs in fish and invertebrate tissue to TRGs protective of wildlife that consume aquatic biota.

Historically, the primary contaminants of concern in Jackfish Bay were dioxins and furans.

Recent sampling indicates ongoing sediment toxicity and impaired benthic communities, and several inorganic contaminants in the sediment of Jackfish Bay exceed Provincial Sediment Quality Guidelines. All analytical data should be considered when developing the list of COPECs.

2. Exposure Assessment:

The objective of exposure assessment is to measure or estimate the magnitude, frequency, and duration of ecological exposures to COPECs. The methods to be used to characterize exposure vary across receptors. Exposure to benthic invertebrates will be characterized based on measured concentrations of COPECs in sediment, as well as measured and modeled concentrations of COPECs in benthic invertebrate tissue. Exposure of fish to COPECs will be characterized based on measured concentrations of COPECs in water and measured and modeled concentrations of COPECs in fish. Exposure of piscivorous birds and mammals to COPECs will be characterized based on measured and modeled concentrations of COPECs in fish and benthic invertebrate tissue, as well as on modeling of dietary intake of COPECs. The exposure assessment will describe the methods employed to develop these exposure estimates, and will present results in narrative, tabular, and/or graphical form.

3. Effects Assessment:

The objective of the effects assessment is to evaluate the potential for COPECs to cause adverse effects in exposed ecological receptors. The effects assessment will describe and present methods and results for measurement endpoints that include a direct observation of effects (e.g., benthic invertebrate toxicity and community structure, fish toxicity, fish abundance and community structure). In addition, the effects assessment will tabulate and discuss pertinent toxicity reference values and guidelines from the published literature.

4. Risk Characterization:

The objectives of risk characterization are to integrate information derived from preceding elements of the ERA to determine the potential for adverse effects in ecological receptors and to characterize the severity, spatial extent, and certainty of any predicted adverse effects. For those measurement endpoints that are based on benchmark comparisons, risk characterization involves the calculation of hazard quotients (HQs), which are ratios of measured or estimated concentrations to benchmarks that are protective of that receptor. HQs that do not exceed 1 indicate that further evaluation is not warranted, while HQs greater than 1 indicate the potential for adverse effects. More refined analysis of exposure and/or effects, as well as consideration of other measurement endpoints, may indicate that the likelihood and/or severity of adverse effects in fact are low. In the event that adverse effects are predicted, the risk characterization should include an analysis of the most probable causes of the predicted effects. In particular, where more than one COPEC may be present, information on which COPEC “drives” risk is critical to subsequent risk management decisions. Additionally, if adverse effects are suspected to be caused by factors other than exposure to COPECs (e.g., poor substrate quality), then an analysis of causality is critical to ensuring that any future risk management actions will in fact mitigate risks.

5. Presentation:

The successful proponent will be required to create and deliver two presentations outlining the tasks, assessment methods and the results of the ERA:

- one technical presentation to the Steering Committee; and
- one public friendly presentation for the local community, this may require travel.

The draft presentations will be submitted electronically to EC for review and comment from the steering committee.

6. Reporting:

Bi-Weekly Reports

Bi-weekly reports on its activities, including: an update on the tasks completed, schedule, issues, incidents, and anticipated tasks to be completed during the next reporting period;

The successful proponent will be required to submit to EC one (1) copy, by fax, email or hard copy, of the bi-weekly reports for review.

Project Report

The successful proponent will be required to submit to EC a project report containing all of the findings relating to Tasks 1-6.

A draft copy of the project report is to be submitted to EC electronically. The draft report must be submitted in its entirety, including all appendices. The steering committee will review the draft project report submitted by the successful proponent and will provide comments. All comments must be addressed by the successful proponent and incorporated into a final draft report which will be provided in revision mode (i.e. Track Changes) for final concurrence prior to finalization. The successful proponent will provide to EC electronic copies of the final project report in pdf format as well as working files along with ten (10) colour hardcopies.

7. Meetings with the Steering Committee

The successful proponent may be required to participate in up to two face-to-face meetings (in Thunder Bay or Terrace Bay if required) and conference calls as needed (not more than bi-weekly). The successful proponent will be required to record and provide notes from the calls and meetings.

Schedule

The milestones and delivery dates for this project are as follows:

Deliverables

Workplan

Project Initiation Teleconference

Tentative Due Date

Prior to the Project Kick-off Meeting

Within two weeks following execution of agreement

Bi-weekly Reports	Two weeks after the Project Initiation Teleconference
Draft Report	January 5 2015
Draft Presentations	February 2, 2015
Final Draft Report	February 9, 2015
Final Report	March 1, 2015
Final Presentations	March 1, 2015

All dates are subject to change at EC's sole discretion.

Resources

(1) EC has provided in this RFP the following items:

- (i) Map of the study area.
- (ii) Appendix A: Milani, D., and L.C. Grapentine. 2000. *Benthic Conditions in the Jackfish Bay Area of Concern 2008*. Environment Canada. WSTD Contribution No. 09-541.
- (iii) Appendix B: Richman, L. 2004. Great Lakes Reconnaissance Survey Water and Sediment Quality Monitoring Survey Harbours and Embayments Lake Superior and the Spanish River. Water Monitoring Section, Environmental Monitoring and Reporting Branch, Ontario Ministry of the Environment. January 6 2004.
- (iv) Appendix C: Baumann P.C. 2010. Data Analysis and Fish Tumor BUI Assessment For Lake Superior and the St. Clair River AOCs. Environment Canada Great Lakes Areas of Concern Section. March 210.

(2) Environment Canada will provide the successful proponent with a document list and electronic files from recent and historical science and monitoring activities in Jackfish Bay including:

- a) All RAP Stage reports and updates for the Jackfish Bay AOC.
- b) Preliminary results of bathymetry, substrate classification and sediment trap investigations
- c) Ontario Ministry of Environment sportfish contaminant monitoring program data (lake trout and whitefish length, weight, and sportfish tissue concentrations from 2007, 2012, 2013).
- d) Fish community composition and abundance data from Ontario Ministry of Natural Resources (2009, 2011, 2013),
- e) Data tables:

Table 1. Jackfish Bay Sampling and Investigation History

- Table 2. Summary of Detected Chemicals in Jackfish Bay Surface Sediment
- Table 3. Summary of Detected Chemicals in Jackfish Bay Surface Water
- Table 4. Summary of Detected Chemicals in Jackfish Bay Benthic Invertebrate Tissue
- Table 5. Summary of Detected Chemicals in Jackfish Bay Fish Tissue
- Table 6. Chemicals Analyzed but not Detected in Jackfish Bay Sediment

7. **EVALUATION OF BIDS**

Environment Canada will evaluate the bids received based on the following factors:

- a) compliance with the terms and conditions of this solicitation;
- b) assessment of all deliverables including technical solicitation;
- c) other criteria (i.e. delivery date, price for a technically compliant proposal).

7.1 **Evaluation Criteria**

Proposals meeting the mandatory requirements will be evaluated in accordance with the following criteria. Bidders are advised to address these criteria in sufficient depth in their proposals.

Rated Criteria

Technical

A brief description of the proponent and their capacity to complete the project in a timely and detailed manner. – **2 points**

A list of risk assessment projects the proponent has previously completed and/or is currently delivering including the information about project components, location (area of the country, remote or populated), and the nature of client (private or public). – **3 points**

A summary of projects the proponent has previously completed and/or is currently delivering which demonstrates the depth and breadth of the proponent's experience, skills and expertise in/with: - **16 points**

- developing ecological assessments
- contaminated sediments and/or aquatic environments
- the chemistry and behavior of dioxins and furans, hydrocarbons, and contaminants associated with pulp mill effluents.

A summary of the experience and expertise of the proponent (and any staff or associates to be assigned to the project) using specific examples which relate to the assessment endpoints, tasks and deliverables described above; together with the identity of those who will be performing those roles and responsibilities. – **10 points**

The experience of the person designated to deliver the two presentations in making similar presentations to both technical and non-technical audiences. – **2 points**

Understanding of the Project/Work Plan

Proponents should also include in their proposal the following information:

A brief confirmation of their understanding of each of the project tasks to be undertaken and deliverables to be provided including a description of the approach it will take to meet EC's requirements. – **10 points**

A detailed work plan for the project including all tasks, milestones, deliverables (indicate formats where applicable) and time-frames, (this should be accomplished using a Gantt chart, graphic or other tool). – **2 points**

Cost – 5 points

Proposals will be evaluated out of 100%.

The proposal with the highest technical points receives the maximum 45 points, and all lower technical proposals will be pro-rated relative to the bid with the highest technical points.

The proposal with the lowest price receives the maximum 5 points, and all higher priced proposals will be pro-rated relative to the lowest price.

A minimum score of 70% must be obtained for the proposal to be considered responsive.

Proposals totaling more than \$75,000.00 (including all labour, associated costs, travel, and subcontractors) + HST will not be considered.

7.2 Basis of Selection

Any proposal not meeting the mandatory requirements of the Request for Proposal will be considered non-responsive and will be given no further consideration. Environment Canada will cease evaluating your proposal as soon as it is determined that your bid is non-compliant.

A contract will be awarded based on best value taking into account technical merit and price for those proposals meeting the mandatory requirements of the Request For Proposal.

SECTION 4 TERMS OF PAYMENT

TP1 BASIS OF PAYMENT

- 1.1 The Contractor shall not arrange or incur any expenditures on behalf of Her Majesty without prior authorization by the Contracting Authority.
- 1.2 Travel, living and other miscellaneous expenses that are a direct result of discharging the duties noted herein may be reimbursed at cost, with no allowance for markup or profit.

Original invoices or certified true copies must be submitted for reimbursement.

Travel and living expenses shall be reimbursed in accordance with Treasury Board guidelines.

All such expenses require the prior approval of the Departmental Representative.

TP2 METHOD OF PAYMENT

- 2.1 A claim in the form of an itemized account certified by the Contractor with respect to the accuracy of its contents shall be submitted to the Departmental Representative.
- 2.2 Payment by Her Majesty to the Contractor for the work shall be made:
 - 2.2.1 In the case of a progress payment other than a final payment, within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the contract;
 - 2.2.2 In the case of a final payment, within thirty (30) days following the date of receipt of a final claim for payment, or within thirty (30) days following the date on which the work is completed, whichever date is the later;
 - 2.2.3 If the Departmental Representative has any objection to the form of the claim for payment, he/she shall, within fifteen (15) days of its receipt, notify the Contractor in writing of the nature of the objection.

TP3 PAYMENT OF INTEREST ON OVERDUE ACCOUNTS

- 3.1 In this section, an amount is “due and payable” when it is due and payable by Her Majesty to the Contractor according to the provisions of the contract.
- 3.2 For the purposes of this section, an amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- 3.3 In this section, “date of payment” means the date of the negotiable instrument drawn by the Receiver General for Canada and given for payment of an amount due and payable.

- 3.4 In this section, “Bank Rate” means the discount rate of interest set by the Bank of Canada.
- 3.5 Her Majesty shall be liable to pay to the Contractor simple interest at the “Average Rate” plus 3 per cent per annum on any amount that is overdue, from the day such amount becomes overdue until the date of payment. Interest shall be paid without notice from the Contractor for payment that has been outstanding for more than 15 days. For payment made within 15 days from the date that the payment becomes overdue, interest will be paid at the request of the Contractor. Interest will not be payable on overdue advance payments.
- 3.6 Her Majesty shall not be liable to pay to the Contractor any interest on unpaid interest.

TP4 GOODS AND SERVICES TAX

The Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is, unless otherwise indicated herein, excluded from the contract price. The GST or HST, to the extent applicable, will be incorporated into all invoices and claims for progress payments made on or after the date of introduction of this tax and will be paid by the Government of Canada. The Contractor agrees to remit any GST or HST paid or due to Revenue Canada. All invoices submitted containing GST or HST will list GST or HST as a separate item or contain a statement that GST or HST is included in the invoice price.

SECTION 5 GENERAL CONDITIONS

GC1 INTERPRETATION

- 1.1 In the contract,
- 1.1.1 “Contract” means the contract documents referred to in the Articles of Agreement;
- 1.1.2 “Invention” means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement thereof;
- 1.1.3 “Minister” includes a person acting for, or if the office is vacant, in place of the Minister and the Minister’s successors in the office, and the Minister’s or their lawful deputy and any of the Ministers or their representatives appointed for the purpose of the contract;
- 1.1.4 “Work”, unless otherwise expressed in the contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor’s obligations under the contract;

- 1.1.5 “Departmental Representative” means the officer or employee of Her Majesty who is designated by the Articles of Agreement and includes a person authorized by the Departmental Representative to perform any of the Departmental Representative’s functions under the contract;
- 1.1.6 “Prototype” includes models, patterns and samples;
- 1.1.7 “Technical documentation” means designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer printouts.

GC2 SUCCESSORS AND ASSIGNS

The contract shall ensure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

GC3 ASSIGNMENT

- 3.1 The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Minister and any assignment made without that consent is void and of no effect.
- 3.2 No assignment of the contract shall relieve the Contractor from any obligation under the contract or impose any liability upon Her Majesty or the Minister.

GC4 TIME OF THE ESSENCE

- 4.1 Time is of the essence of the contract.
- 4.2 Any delay by the Contractor in performing the Contractor’s obligations under the contract which is caused by an event beyond the control of the Contractor, and which could not have been avoided by the Contractor without incurring unreasonable costs through the use of work-around plans including alternative sources or other means, constitutes an excusable delay. Events may include, but are not restricted to: acts of God, acts of Her Majesty, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and unusually severe weather.
- 4.3 The Contractor shall give notice to the Minister immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the work affected by the delay. When requested to do so by the Departmental Representative, the Contractor shall deliver a description in a form satisfactory to the Minister, of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavour to prevent any further delay. Upon approval in writing by the Minister of the work-around plans, the Contractor shall implement the

work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay.

- 4.4 Unless the Contractor complies with the notice requirements set forth in the contract, any delay that would constitute an excusable delay shall be deemed not to be an excusable delay.
- 4.5 Notwithstanding that the Contractor has complied with the requirements of **GC4.3**, Her Majesty may exercise any right of termination contained in **GC8**.

GC5 LIABILITY AND INDEMNIFICATION

- 5.1 The Contractor shall indemnify and save harmless Her Majesty and the Minister from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any wilful or negligent act, omission or delay on the part of the Contractor, the Contractor's servants or agents in performing the work or as a result of the work.
- 5.2 The Contractor shall indemnify Her Majesty and the Minister from all costs, charges and expenses whatsoever that Her Majesty sustains or incurs in or about all claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor's obligations under the contract, and in respect of the use of or disposal by Her Majesty of anything furnished pursuant to the contract.
- 5.3 The Contractor's liability to indemnify or reimburse Her Majesty under the contract shall not affect or prejudice Her Majesty from exercising any other rights under law.
- 5.4 It is understood and agreed by the parties hereto, that Her Majesty will not be liable for claims in respect of death, disease, illness, injury or disability which may be suffered by employees or agents employed by the Contractor due to their negligence in carrying out the services described herein.
- 5.5 It is further understood and agreed by the parties hereto, that the Contractor shall be liable for any damage to or loss of Her Majesty's property occasioned by or attributable to the Contractor's employees or agents in carrying out the services described herein.

GC6 NOTICES

- 6.1 Where in the contract any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by registered mail, by telegram or by telex addressed to the

party for whom it is intended at the address mentioned in the contract and any notice, request, direction or other communication shall be deemed to have been given if by registered mail, when the postal receipt is acknowledged by the other party; by telegram, when transmitted by the carrier; and, by telex, when transmitted. The address of either party may be changed by notice in the manner set out in this provision.

GC7 CANADIAN LABOUR AND MATERIALS

7.1 The Contractor shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the work.

GC8 TERMINATION OR SUSPENSION

8.1 The Minister may, by giving notice to the Contractor, terminate or suspend the work with respect to all or any part or parts of the work not completed.

8.2 All work completed by the Contractor to the satisfaction of Her Majesty in accordance with the provisions of the contract and, for all work not completed before the giving of such notice, Her Majesty shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such work.

8.3 In addition to the amount which the Contractor shall be paid under **GC8.2**, the Contractor shall be reimbursed for the Contractor's cost of and incidental to the cancellation of obligations incurred by the Contractor pursuant to such notice and obligations incurred by or to which the Contractor is subject with respect to the work.

8.4 Payment and reimbursement under the provisions of **GC8** shall be made only to the extent that it is established to the satisfaction of the Minister that the costs and expenses were actually incurred by the Contractor and that the same are fair and reasonable and are properly attributable to the termination or suspension of the work or the part thereof so terminated.

8.5 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.

8.6 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the Minister under the provisions of **GC8** except as expressly provided therein.

GC9 TERMINATION DUE TO DEFAULT OF CONTRACTOR

- 9.1 Her Majesty may, by notice to the Contractor, terminate the whole or any part of the work if:
- (i) the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding up of the Contractor, or if the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors, or
 - (ii) the Contractor fails to perform any of the Contractor's obligations under the contract, or, in the Minister's view, so fails to make progress as to endanger performance of the contract in accordance with its terms.
- 9.2 In the event that Her Majesty terminates the work in whole or in part under **GC9.1**, Her Majesty may arrange, upon such terms and conditions and in such manner as Her Majesty deems appropriate, for the work to be completed that was so terminated, and the Contractor shall be liable to Her Majesty for any excess costs relating to the completion of the work.
- 9.3 Upon termination of the work under **GC9.1**, the Minister may require the Contractor to deliver and transfer title to Her Majesty, in the manner and to the extent directed by the Minister, any finished work which has not been delivered and accepted prior to such termination and any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfillment of the contract. Her Majesty shall pay the Contractor for all such finished work delivered pursuant to such direction and accepted by Her Majesty, the cost to the Contractor of such work plus the proportionate part of any fee fixed by the said contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in-process delivered to Her Majesty pursuant to such direction. Her Majesty may withhold from the amounts due to the Contractor such sums as the Minister determines to be necessary to protect Her Majesty against excess costs for the completion of the work.
- 9.4 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
- 9.5 If, after the Minister issues a notice of termination under **GC9.1**, it is determined by the Minister that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to **GC8.1** and the rights and obligations of the parties hereto shall be governed by **GC8.1**.

GC10 RECORDS TO BE KEPT BY CONTRACTOR

- 10.1 The Contractor shall keep proper accounts and records of the cost of the work and of all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers, which shall at reasonable times be open to audit and inspection by the authorized representatives of the Minister who may make copies and take extracts therefrom.
- 10.2 The Contractor shall afford facilities for audit and inspection and shall furnish the authorized representatives of the Minister with such information as the Minister or they may from time to time require with reference to the documents referred to herein.
- 10.3 The Contractor shall not dispose of the documents referred to herein without the written consent of the Minister, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two years following completion of the work.

GC11 OWNERSHIP OF INTELLECTUAL AND OTHER PROPERTY INCLUDING COPYRIGHT

The Crown is invoking Section 6.4.1 of the Treasury Board Policy on Title to Intellectual Property Arising under Crown Procurement Contracts. The Great Lakes Area of Concern Branch of Environment Canada has determined that the information gathered arising from the performance of the work under the Contract will vest in Canada, on the following grounds: To generate knowledge / information for public dissemination.

GC12 CONFLICT OF INTEREST

- 12.1 The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Departmental Representative.
- 12.2 It is a term of the contract:
 - (1) that no former public office holder who is not in compliance with the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders shall derive a direct benefit from this contract; and
 - (2) that during the term of the contract any 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 during the life of the contract that would cause a conflict of interest or

seem to cause a departure from the principles, the Contractor shall declare it immediately to the Departmental Representative.

GC13 CONTRACTOR STATUS

This is a contract for the performance of a service and the Contractor is engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither the Contractor nor any of the Contractor's personnel is engaged by the contract as an employee, servant or agent of Her Majesty. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Unemployment Insurance, Workmen's Compensation, or Income Tax.

GC14 WARRANTY BY CONTRACTOR

14.1 The Contractor warrants that the Contractor is competent to perform the work required under the contract in that the Contractor has the necessary qualifications including the knowledge, skill and ability to perform the work.

14.2 The Contractor warrants that the Contractor shall provide a quality of service at least equal to that which contractors generally would expect of a competent contractor in a like situation.

GC15 MEMBER OF HOUSE OF COMMONS

15.1 No member of the House of Commons shall be admitted to any share or part of this contract or to any benefit to arise therefrom.

GC16 AMENDMENTS

16.1 No amendment of the contract nor waiver of any of the terms and provisions shall be deemed valid unless effected by a written amendment.

GC17 ENTIRE AGREEMENT

17.1 The Contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

GC18 CRIMINAL CODE PROHIBITIONS

Subsection 784(3) of the Criminal Code prohibits anyone who has been convicted for an offence under:

- Section 121 - Frauds upon the Government

- Section 124 - Selling or Purchasing Office
- Section 418 - Selling Defective Stores to Her Majesty

from contracting with the government or receiving any benefit from a government contract.

GC19 ECOLOGO

- 19.1 The contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the full extent to which it is procurable.

GC20 USE OF ELECTRONIC NETWORKS

- 20.1 Where the performance of work requires the presence of the Contractor or any of the Contractor's personnel on Crown premises and/or access to any Crown-owned or operated electronic network, the Contractor shall comply with and shall ensure that the Contractor's personnel comply with the Policy on the Use of Electronic Networks promulgated under the authority of the Minister of the Environment.

GC21 CONFIDENTIALITY CLAUSE

- 21.1 The parties anticipate that it may be necessary to transfer to each other information relating to the Licensed Process, Patents, Trade-Mark, Know-How or other information relating to this Agreement, of a confidential nature. The parties shall keep all such information confidential during the life of this Agreement and for a period of five years after expiration or termination of this Agreement. Subject to the *Access to Information Act*, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it uses to protect its own confidential information of similar nature.

SECTION 6 SUPPLEMENTAL CONDITIONS

1. INTERNATIONAL SANCTIONS

- 1.1 Persons and companies in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at:

<http://www.dfait-maeci.gc.ca/trade/sanctions-e.asp>

- 1.2 The Contractor must not supply to Canada any goods or services which are subject to economic sanctions.
- 1.3 By law, the Contractor must comply with changes to the regulations imposed during the life of the Contract. During the performance of the Contract should the addition of a country to the list of sanctioned countries or additions of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Contractor, the situation will be treated by the Parties as a force majeure. The Contractor shall forthwith inform Canada of the situation; the procedures applicable to the force majeure shall then apply.

2. NO BRIBE

The Contractor represents and covenants that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entry into the Contract or the administration of the Contract.

3. SECURITY REQUIREMENTS

- 3.1 The Contractor and/or personnel assigned on this Contract must have a Basic Reliability Check in accordance with the Security Policy of the Government of Canada.

4. PROVINCIAL SALES TAX

- 4.1 The Contractor shall not invoice or collect any Ad Valorem Sales Tax levied by the Province in which the goods or taxable services are delivered to federal Government Departments under authority of the following Provincial Sales Tax Licences:

British Columbia	005521
Prince Edward Island	OP-10000-250
Manitoba	390516-0
Nova Scotia	U84-00-03172-3
New Brunswick	P87-60-01648
Ontario	11708174G
Quebec	Q-398-SS-3921-1-P
Newfoundland	32243-0-09

In all other provinces, Provincial Sales Taxes do not apply to goods or taxable services delivered to Federal Government Departments or Agencies under this contract.

The Contractor is not relieved of any obligation to pay Provincial Sales Taxes on goods or taxable services which the Contractor uses or consumes in the performance of this contract.

Provincial gallonage taxes on liquid fuels are to be charged on deliveries in Newfoundland, Prince Edward Island, Nova Scotia, New Brunswick, Quebec and Ontario. In other provinces, these taxes are not applicable.

Federal Contractors Program for Employment Equity

Organizations that are subject to the Federal Contractors Program for Employment Equity (FCP-EE) but that have been declared ineligible to receive government contracts of goods and services over the threshold for solicitation of bids as set out in the *Government Contract Regulations* (GCRs) (currently \$25,000 including applicable taxes) by Human Resources Development Canada-Labour (HRDC-Labour), either as a result of a finding of non-compliance by HRDC-Labour, or following their voluntary withdrawal from the FCP-EE) for a reason other than a reduction in their workforce, have been advised by HRDC-Labour that as a consequence of this action they are no longer eligible to receive any government contract over this threshold. Consequently, their certificate numbers have been cancelled and their names have been placed on HRDC-Labour's List of Ineligible Contractors. Bids from such organizations will be considered non-responsive.

The bidder is required to certify that it has not been declared "ineligible" by HRDC-Labour to receive government contracts over the GCRs threshold for solicitation of bids (currently \$25,000) as a result of a finding of non-compliance, or as a result of having voluntarily withdrawn from the FCP-EE for a reason other than a reduction in their workforce.

Signature of authorized representative: _____

The bidder acknowledges that the Minister shall rely on this certification to award the contract. Should a verification by the Minister disclose a misrepresentation on the part of the bidder, the Minister shall have the right to treat any contract resulting from this bid as being in default.

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

Appendix A - Kilometre rates

Effective April 1, 2014

1. The rates payable in cents per kilometre for authorized official use of private cars within and outside the headquarters area during the calendar year are shown below:

Cents/km
(taxes included)

1.1 Employer Requested Rate

— Alberta	44.0
— British Columbia	48.0
— Manitoba	47.0
— New Brunswick	50.5
— Newfoundland and Labrador	53.0
— Northwest Territories	63.0
— Nova Scotia	51.0
— Nunavut	61.0
— Ontario	57.0
— Prince Edward Island	50.5
— Quebec	51.5
— Saskatchewan	46.5
— Yukon	62.5

Note: Rates are always paid in Canadian funds (Ref. 2.11.2)

Appendix A – Meals and allowances

Effective April 1, 2014

1. Travel in Canada

1.1 Private non-commercial accommodation allowance

	Canadian \$ (taxes included)			
	Canada & USA (except Alaska)	Yukon & Alaska	N.W.T.	Nunavut*
1.1 Private non-commercial accommodation allowance	50.00	50.00	50.00	50.00
1.2 Meal allowances				
– breakfast	15.95	15.85	22.20	21.50
– lunch	15.25	19.20	23.75	31.65
– dinner	42.45	50.85	54.10	70.55
1.3 Incidental expense allowances	17.30	17.30	17.30	17.30
1.4 Weekend travel home transportation allowances.				
– two-day weekend	281.90	306.40	334.70	382.00
– three-day weekend	422.85	459.60	502.05	573.00
– four-day weekend	563.80	612.80	669.40	764.00

2. Travel in USA

Rates in the USA are the same as in Canada but paid in US funds.