



Environment  
Canada

Environnement  
Canada

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

August 21 , 2014

**Solicitation number K8A45-14-0001**

**PROJECT TITLE: TOXICITY TESTING ON QUINOLINE TO FILL CANADIAN  
COUNCIL OF MINISTER'S OF THE ENVIRONMENT (CCME) SOIL AND WATER  
QUALITY GUIDELINE DATA REQUIREMENTS**

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 30, 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 **K8A45-14-0001** on the outside of all proposal/courier envelopes.
2. Include the following in your proposal, in sufficient detail for evaluation purposes:
  - (a) a brief statement indicating your understanding of the work;
  - (b) a summary of your related experience;
  - (c) a 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](mailto: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).

| <u>Category of Personnel</u> | <u>Per Diem Rates</u> | <u>Number of Days Assigned</u> | <u>Total</u> |
|------------------------------|-----------------------|--------------------------------|--------------|
|------------------------------|-----------------------|--------------------------------|--------------|



**2.2 Administrative Expenses:**

(Courier, long distance calls, reproduction, etc.).

\$ \_\_\_\_\_

**2.3 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 [Defense 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.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

TERMS OF REFERENCE  
SOLICITATION K8A45-14-0001

**Toxicity testing on Quinoline to fill Canadian Council of Ministers of the Environment (CCME) soil and water quality guideline data requirements**

**INTELLECTUAL PROPERTY & CONFIDENTIALITY**

**INTELLECTUAL PROPERTY**

Environment Canada has determined that any intellectual property arising from the performance of the work under this Contract will be vested in Canada on the grounds that the materials produced under this contract is subject to copyright.

All deliverables are the property of Environment Canada and Environment Canada reserves the right to publish them.

The copyright in all materials produced as a product of the services shall belong exclusively to Environment Canada. The contractor shall waive all moral rights to all materials produced as a product of the services. The contractor is to advise the Departmental Representative of any information provided by a third party on a confidential basis for the purpose of the study and is to transmit the original documents containing any such information to the Departmental Representative under separate cover.

**CONFIDENTIALITY**

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

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

**Purpose:**

To provide Environment Canada's Emerging Priorities Division (EPD) with soil and aquatic toxicity data for quinoline in order to fill CCME data requirements for Environmental Quality Guideline derivation.

**Background**

Quinoline (Chemical Abstract Service Registry Number 91-22-5) is a nitrogen-substituted polycyclic aromatic hydrocarbon (PAH). It was found toxic under Canadian Environmental Protection Act (CEPA) in November, 2011 (Government of Canada, 2011). To deal with quinoline released into the environment, risk management would benefit from the development of effects-based Environmental Quality Guidelines (EQGs) for quinoline.

EQGs provide benchmarks for the quality of the environment and where the EQG is met there is little probability of adverse effects on the protected receptor (e.g., aquatic or soil organisms, or the organisms that may consume them). They are based on the toxicological effects or hazard of specific substances or groups of substances and do not take into account analytical capability or socioeconomic factors.

The previous Canadian water and soil quinoline EQGs were interim values for freshwater and agricultural soil, respectively. Currently, gaps within the quinoline eco-toxicity datasets are insufficient for full EQGs for both water and soil. This contract is to conduct toxicity testing with quinoline to fill gaps in the CCME data requirements for soil and aquatic EQG derivation.

### **Objectives:**

The objectives of this contract are to:

- Conduct soil toxicity testing with quinoline as specified in the statement of work and produce a report detailing the methods and results
- Conduct aquatic toxicity testing with quinoline as specified in the statement of work and produce a report detailing the methods and results

### **Statement of Work:**

#### **Soil Toxicity Testing**

The Contractor will:

1. Conduct soil contact toxicity testing with 2 different terrestrial plant species based on measured concentrations in well-characterized natural or artificial soil, where:
  - i. The test method and reporting requirements follow Environment Canada (2005 with 2007 amendments)<sup>1</sup>.
  - ii. Soil characteristics (i.e., soil type, soil texture, % of organic matter, pH, and salt content (electronic conductivity)) of the final prepared soil must be reported.
  - iii. The effects examined are emergence and growth
  - iv. The required measurement endpoints are EC<sub>10</sub>, EC<sub>25</sub> and EC<sub>50</sub> for each species
  - v. The species tested must be resident in Canada
  - vi. Control quality is reported and results are appropriate for test (see Environment Canada 2005 with 2007 amendments and Robust Study Summary guidance in Appendix A)
  - vii. Toxicant concentrations are measured at the start and end of the test and maintained within 20% of the starting measured concentration.
  - viii. An appropriate number of replicates and test concentrations are used (as per EC 2005 with 2007 amendments)
  - ix. A range-finding test is conducted prior to the definitive test, as necessary, to ensure appropriate concentrations to yield adequate dose-response and range of effects. (endpoints are not extrapolated; less-than values not acceptable)
  - x. The single test chemical is quinoline (CASRN 91-22-5) with a purity of >95%.

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<sup>1</sup> Environment Canada. 2005 with June 2007 amendments. **Biological Test Method: Test for Measuring Emergence and Growth of Terrestrial Plants Exposed to Contaminants in Soil.** Report EPS 1/RM/45. Method Development and Applications Section, Environment Canada, Ottawa, Canada. <http://publications.gc.ca/site/eng/461234/publication.html>

- xi. Statistical methods follow EC (2005 with 2007 amendments).
2. Use EC (2005 with 2007 amendments) and the Robust Study Summary form (Appendix A) to determine other test details in order to conduct tests and derive data that are acceptable for EQG derivation. The information on these details must be included in the test report.

### **Aquatic Toxicity Testing**

The Contractor will:

- 1) Conduct chronic aquatic toxicity testing with 2 different species of freshwater fish, where:
  - i. At least one species is a non-salmonid
  - ii. The fish species is not *Oncorhynchus mykiss* (rainbow trout), for which we already have sufficient data
  - iii. The exposure period is  $\geq 21$  days for juveniles or adults, or  $\geq 7$  days for eggs and larvae (e.g. fathead minnow 7-day larval growth and survival test, EC 1992b, US EPA 2002a)
  - iv. The preferred measurement endpoint is EC<sub>10</sub> followed by EC<sub>15-25</sub>
  - v. The effects examined are growth, reproduction or survival
  - vi. The main route of exposure is water (not diet, sediment or other)
  - vii. The species tested must be resident in Canada
  - viii. Abiotic variables (ex. water hardness, pH, temperature etc.) are reported and are appropriate for the test organism
  - ix. Control survival is reported and results are appropriate for test (see Robust Study Summary guidance in Appendix B)
  - x. The test system and design (i.e. static-renewal, flow-through etc.) corresponds appropriately to the properties and behaviour of quinoline in water
  - xi. Toxicant concentrations are measured at the start and end of the test and maintained within 20% of the starting measured concentration
  - xii. An appropriate number of replicates are used (as per Robust Study Summary guidance in Appendix B) and an appropriate number of concentrations are tested
  - xiii. A range-finding test is conducted prior to the definitive test, as necessary, to ensure appropriate concentrations to yield adequate dose-response and range of effects (endpoints are not extrapolated; less-than values are not acceptable)
  - xiv. The single test chemical is quinoline (CASRN 91-22-5) with a purity of >95%
  - xv. The Robust Study Summary form is used (Appendix B) to determine other test details in order to conduct tests and derive data that are acceptable for EQG derivation. The information on these details must be included in the test report.
  
- 2) Conduct chronic aquatic toxicity testing with 2 different species of freshwater invertebrates, where:
  - i. The invertebrate species is not *Daphnia magna*, for which we already have sufficient data.
  - ii. The exposure period is  $\geq 96$  h for non-lethal endpoints for shorter-lived invertebrates (e.g. *Ceriodaphnia dubia* EC 1992a, US EPA 2002b),  $\geq 7$  days for non-lethal endpoints for longer-lived invertebrates (e.g. crayfish), and lethal endpoints from tests of  $\geq 21$  days for longer-lived invertebrates. Lethal endpoints from shorter-lived invertebrates from tests  $\leq 21$  days will be considered on a case-by-case basis.
  - iii. The preferred measurement endpoint is EC<sub>10</sub> followed by EC<sub>15-25</sub>
  - iv. The effects examined are growth, reproduction or survival
  - v. The main route of exposure is water (not diet, sediment or other)
  - vi. The species tested must be resident in Canada

- vii. Abiotic variables (ex. water hardness, pH, temperature etc.) are reported and are appropriate for the test organism
- viii. Control survival is reported and results are appropriate for test
- ix. The test system and design (i.e. static-renewal, flow-through etc.) corresponds appropriately to the properties and behaviour of quinoline in water.
- x. An appropriate number of replicates are used (as per Robust Study Summary guidance in Appendix B) and an appropriate number of concentrations are tested
- xi. Toxicant concentrations are measured at the start and end of the test and maintained within 20% of the starting measured concentration.
- xii. A range-finding test is conducted prior to the definitive test, as necessary, to ensure appropriate concentrations to yield adequate dose-response and range of effects (endpoints are not extrapolated, less-than endpoints are not acceptable)
- xiii. The single test chemical is quinoline (CASRN 91-22-5) with a purity of >95%
- xiv. The Robust Study Summary form is used (Appendix B) to determine other test details in order to conduct tests and derive data that are acceptable for EQG derivation. The information on these details must be included in the test report.

### **Written Report**

The Contractor will:

- 1) Produce a written report detailing the methods used for soil and aquatic toxicity testing and the results obtained, where:
  - i. Sufficient detail is provided for the Departmental Representative to verify acceptable laboratory practice was employed and the study and its results are acceptable quality
  - ii. All of the components outlined above and in EC (2005 with 2007 amendments) and the Robust Study Summary forms (Appendix A and B) are reported
  - iii. Endpoints are reported both through tables of values and figures of dose-response curves
  - iv. An Executive Summary is included in the report

### **Project Tasks and Deliverables:**

#### ***Task 1: Work schedule and test procedures***

The Contractor will develop and submit a work schedule and test procedures to the Departmental Representative for approval prior to commencing work.

#### ***Task 2: Conference calls/meetings***

A telephone conference call with the Departmental Representative and the Contractor will be held both:

- at project initiation to review and solidify the work schedule and test procedures.
- at project mid-point to update on progress.

#### ***Task 3: Toxicity testing***

The Contractor will complete the necessary toxicity testing as agreed upon in the work schedule and test procedures.

#### **Task 4: Draft report**

The Contractor will provide the draft written report on the results of the testing as well as the methodology used for review and comments by the Departmental Representative.

#### **Task 5: Final report**

The Contract will provide the final written report on the results and methods of testing that addresses comments from the Department Representative.

#### **Deliverables:**

| Deliverable  | Target Date   |
|--|---|
| Finalized work schedule and test procedure, as approved by Departmental Representative | 2 weeks after award of contract   |
| Draft report   | As agreed upon in work schedule   |
| Final report, as approved by Departmental Representative                               | As agreed upon in work schedule<br>All deliverables must be submitted by March 31, 2015 |

#### **PROJECT COST**

Environment Canada has established funding for this project at a cumulative total cost of **\$100,000.00** (HST excluded) from contract signing to **March 31<sup>st</sup>, 2015**.

#### **ACCEPTANCE**

All deliverables are to be provided to the Departmental Representative no later than the dates specified above. All documents, reports, briefing notes and correspondence generated by the contractor during the course of this project shall be prepared in English using *Microsoft Word* for word processing, *Microsoft Excel* for data management, and *Microsoft Power Point* for presentations and other graphics. The contractor shall provide all documents to the Departmental Representative in an unprotected file format.

All discussion papers, reports and correspondence produced by the contractor are subject to review by the Departmental Representative or his or her designate. All work is to be performed to the satisfaction of the Departmental Representative.

#### **PROPOSAL INSTRUCTIONS**

The proposal must describe in sufficient details the following components: technical methodology for the toxicity testing, relevant experience of the Contractor and key professional staff, and a breakdown of the costs; as per the following requirements:

##### **1. TECHNICAL COMPONENT**

The proposal must include a statement of understanding of the tasks, as well as proposed methodology for soil and aquatic toxicity testing. It must be of sufficient quality

and include sufficient details that it demonstrates clarity, logic, consistency and understanding of the terms of reference and the approach that will be taken to achieve the contract objectives. Specifically, the proposal must include the following:

- A statement of understanding of the work to be undertaken
- A detailed work plan and description of how the Contractor would carry out the tasks to achieve the project objectives, including a work schedule that demonstrates a breakdown of the tasks and associated time commitments
- A detailed methodology for the proposed soil and aquatic toxicity tests that shows it meets the requirements listed in the Statement of Work, follows the attached Robust Study Summary forms (Appendix A and B) and for soil testing, follows test components as per EC (2005 with 2007 amendments). The methodology proposed must be appropriate for and show Contractor knowledge of the chemical and physical properties and behaviour of quinoline
- A contingency plan describing alternative approaches/plans and flexibility mechanisms to overcome obstacles to complete the tasks

## 2. COMPANY EXPERTISE COMPONENT

The proposal must identify:

- Relevant company experience directly related to soil and aquatic toxicity testing of quinoline and/or other heterocyclic aromatic compounds to test organisms relevant to the work objectives
- Professional staff assigned to the project, their experience directly relevant to the work, and their expected contributions
- Description of two (2) similar projects or studies completed by the project manager and/or company within the last 5 years (one for soil and one for aquatic toxicity testing). These projects must be able to demonstrate competencies in ecotoxicity testing with quinoline or similar chemicals and the same or similar test species as required for this contract. These descriptions of projects or studies should not be more than one (1) page in length and should include: project title, nature of services provided, methodologies employed, summary of the project, client satisfaction, whether or not the projects were completed on time and within budget, and the name and contact information that could be used as a reference to verify the accuracy of the information provided.

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

| <b>Contract Period:</b>                  |                           |   |                                |
|--|---------------------------|---|--------------------------------|
| <b>contract signing to 31 March 2015</b> |                           |   |                                |
| <b>Category of Personnel</b>             | <b>Per Diem Rates (A)</b> | <b>Estimated Level Of Effort (B)</b>  | <b>Total (C)<br/>A + B = C</b> |
|  |                           |   |                                |
|  |                           |   |                                |
|  |                           |   |                                |
| <b>Bidder's Total Price =</b>            |                           | <b>\$</b> _____<br>(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

### LOWEST COST PER POINT

**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) will be recommended for award of a contract.**

For a proposal to be deemed technically compliant, a bid must:

- a) comply with all the requirements of the bid solicitation; and
- b) obtain the required minimum of **68 points (70%)** in each of the Technical Evaluation Criteria listed below which are subject to point rating. The rating is performed on a scale of **98** points.

Bids not meeting (a) or (b) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

The proposal must include any relevant information to enable Environment Canada to adequately evaluate the proposal based on the criteria listed below must be included.

#### Rated Criteria;

|  | Rated Criteria  | Maximum Score | Score |
|--|---|---------------|-------|
|  | <b>R1. APPROACH, METHODOLOGY and CONTINGENCY PLAN</b>   |               |       |
| <b>R1</b><br><br><b>(MAXIMUM POINTS : 45)</b><br><br><b>(MINIMUM POINTS: 31)</b> | <p><b>A) Proposal demonstrates a comprehensive methodological approach for soil toxicity tests that demonstrates how the toxicity tests and analytical chemistry would be conducted in accordance with the Statement of Work, EC (2005 with 2007 amendments) and Robust Study Summary forms to yield results acceptable for Environmental Quality Guideline derivation.</b></p> <p><b>(20)</b> 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; The approach is appropriate for and demonstrates knowledge of quinoline physical and chemical properties and behaviour</p> <p><b>(10)</b> 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, is a)</p> | <b>A) 20</b>  |       |

|  |   |                     |  |
|--|---|---------------------|--|
|  | <p>missing some details <b>OR</b> b) not easily realistic or technically feasible. The approach offers some advantages;</p> <p><b>(7)</b> The description of the technical approach and method is incomplete or not realistic or not technically feasible <b>OR</b> the approach is not convincingly advantageous;</p> <p><b>(3)</b> The description of the technical approach and method is incomplete <b>OR</b> not realistic <b>OR</b> not technically feasible <b>OR</b> the approach offers no advantages;</p> <p><b>(0)</b> Advantages to the proposed approach are not presented;</p> <p><b>B)</b> Proposal demonstrates a comprehensive methodological approach <b>for aquatic toxicity tests that demonstrates how the toxicity tests and analytical chemistry would be conducted in accordance with the Statement of Work and Robust Study Summary forms to yield results acceptable for Environmental Quality Guideline derivation</b></p> <p><b>(20)</b> 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; The methodology is appropriate for and demonstrates knowledge of quinoline physical and chemical properties and behaviour</p> <p><b>(10)</b> 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, is a) missing some details <b>OR</b> b) not easily realistic or technically feasible. The approach offers some advantages;</p> <p><b>(7)</b> The description of the technical approach and method is incomplete or not realistic or not technically feasible <b>OR</b> the approach is not convincingly advantageous;</p> <p><b>(3)</b> The description of the technical approach and method is incomplete <b>OR</b> not realistic <b>OR</b> not technically feasible <b>OR</b> the approach offers no advantages;</p> <p><b>(0)</b> Advantages to the proposed approach are</p> | <p><b>B) 20</b></p> |  |
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|  | <p>not presented;</p> <p><b>C)</b> Possible problems and challenges that could impact the quality and/or delivery of the project and proposed solutions</p> <p><b>(5)</b> 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><b>(3)</b> 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 <b>OR</b> do not demonstrate a realistic understanding of the project.</p> <p><b>(1)</b> Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are poorly described.</p> <p><b>(0)</b> Problems, challenges and solutions are not identified.</p> | <b>C) 5</b>  |  |
|  | <b>R2 WORK PLAN AND SCHEDULE</b>   |              |  |
| <p><b>R2</b></p> <p><b>(MAXIMUM: 23 POINTS)</b></p> <p><b>(MINIMUM POINTS: 16)</b></p> | <p><b>A)</b> 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><b>(15)</b> 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. The work plan and schedule demonstrate that objectives and deliverables will meet timelines of contract.</p> <p><b>(10)</b> Objectives of the Statement of Work and quality assurance was addressed. Some details are missing</p>   | <b>A) 15</b> |  |

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|   | <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>B)</b> In the work plan, qualified and experience personnel are assigned to each Tasks:</p> <p>(8) For each Task, all the personnel assigned to the Task are qualified and experienced to successfully complete the Task.</p> <p>(6) For each Task, there are enough qualified and experienced personnel assigned in a supervision role to ensure the successful completion of the Task.</p> <p>(4) For some Tasks, the personnel assigned are not qualified and experienced to ensure successful completion of the Task.</p> <p>(2) For most Tasks or for key tasks, the personnel assigned are not qualified and experienced to ensure successful completion of the Task.</p> <p>(0) The personnel assigned to each Task are not identified.</p> | <p><b>B) 8</b></p>  |  |
| <p><b>R3</b></p> <p><b>(MAXIMUM POINTS: 30)</b></p> <p><b>(MINIMUM POINTS : 21)</b></p> | <p><b>R3 EXPERTISE</b></p> <p><b>A)</b> The Bidder demonstrates, using project description(s), that they possess the experience on projects related to <b>aquatic toxicity testing with quinoline and/or other heterocyclic aromatic compounds</b>. Each cited project should include the following information:</p> <ul style="list-style-type: none"> <li>• Client Organization Name;</li> <li>• Project description including role played by the team member;</li> <li>• Testing methodologies used</li> <li>• Project duration, including start and end dates;</li> <li>• Client Contact name, position, and current phone number and email address</li> </ul> <p>A maximum of two (2) reference projects will be evaluated as described below. If the bidder</p>  | <p><b>A) 10</b></p> |  |

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|                  | <p>submits more than two (2) referenced projects, only the first two (2) in order of presentation will be evaluated.</p> <ul style="list-style-type: none"> <li>• <b>5 points for each relevant project presented for a maximum of 2 projects. (MAXIMUM OF 10 POINTS)</b></li> </ul> <p><b>B)</b> The Bidder demonstrates, using project description(s), that they possess the experience on projects related to <b>soil toxicity testing with quinoline and/or other heterocyclic aromatic compounds</b>. Each cited project should include the following information:</p> <ul style="list-style-type: none"> <li>• Client Organization Name;</li> <li>• Project description including role played by the team member;</li> <li>• Testing methodologies used</li> <li>• Project duration, including start and end dates;</li> <li>• Client Contact name, position, and current phone number and email address</li> </ul> <p>A maximum of two (2) reference projects will be evaluated as described below. If the bidder submits more than two (2) referenced projects, only the first two (2) in order of presentation will be evaluated.</p> <ul style="list-style-type: none"> <li>• <b>5 points for each relevant project presented for a maximum of 2 projects. (MAXIMUM OF 10 POINTS)</b></li> </ul> | <p><b>B) 10</b></p> |  |
| <p><b>R3</b></p> | <p><b>C)</b> The Bidder demonstrates, using project description(s), that they possess the experience on projects related to <b>aquatic and soil toxicity testing with other chemicals following Good Laboratory Practice (GLP) or acceptable standardized toxicity testing protocols (e.g. OECD, EPA, EC test methods)</b> Each cited project should include the following information:</p> <ul style="list-style-type: none"> <li>• Client Organization Name;</li> <li>• Project description including role played by the team member;</li> <li>• Testing methodologies used</li> <li>• Project duration, including start and end</li> </ul>  | <p><b>C) 10</b></p> |  |

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|  | <p>dates;</p> <ul style="list-style-type: none"> <li>Client Contact name, position, and current phone number and email address</li> </ul> <p>A maximum of two (2) reference projects will be evaluated as described below. If the bidder submits more than two (2) referenced projects, only the first two (2) in order of presentation will be evaluated.</p> <ul style="list-style-type: none"> <li><b>5 points for each relevant project presented for a maximum of 2 projects. (MAXIMUM OF 10 POINTS)</b></li> </ul> |  |  |
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|    | RATED CRITERIA                             | MAXIMUM POINTS          | MINIMUM POINTS REQUIRED |
|----|--|-------------------------|-------------------------|
| R1 | APPROACH, METHODOLOGY and CONTINGENCY PLAN | A) 20<br>B) 20<br>C) 5  | 31                      |
| R2 | WORK PLAN AND SCHEDULE                     | A) 15<br>B) 8           | 16                      |
| R3 | EXPERTISE                                  | A) 10<br>B) 10<br>C) 10 | 21                      |

#### APPENDIX "B"

##### Selection of Contractor (Lowest compliant cost per point)

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) will be recommended for award of a contract.

For a proposal to be deemed technically compliant, a bid must:

- a) comply with all the requirements of the bid solicitation; and
- b) obtain the required minimum of **68 points (70%)** in each of the Technical Evaluation Criteria listed below which are subject to point rating. The rating is performed on a scale of **98** points.

Bids not meeting (a) or (b) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.