



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

August 27, 2014

Solicitation number K2AA0-14-0017

PROJECT TITLE: Sampling Campaign for 2-Propanone, reaction products with diphenylamine (PREPOD – CAS RN 68412-48-6)

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 October 7, 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 **K2AA0-14-0017** 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;
 - (d) an explanation of the intended approach and/or methodology; and
 - (e) contingency plans to be implemented in the event assigned staff become unavailable during the period of the contract.
3. Environment Canada requests that bidders provide their bid in separately bound sections as follows:

SECTION I: SUBMIT THREE (3) HARD COPIES OF YOUR TECHNICAL PROPOSAL;

SECTION II: SUBMIT TWO (2) SIGNED HARD COPIES OF THE OFFER OF SERVICE (WHICH REPRESENTS THE FINANCIAL BID).

SECTION III: SUBMIT TWO (2) SIGNED HARD COPIES OF THE FORMER PUBLIC SERVANT CERTIFICATION.

Prices must appear in the Offer of Service (Financial Bid) only. No prices must be indicated in any other section of the bid. Offer of Service must be signed.

Bids must be submitted only to Environment Canada's Mailroom by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted to Environment Canada by facsimile or e-mail will not be accepted.

All questions concerning this project shall be submitted in writing by e-mail: Shawn.Davis@ec.gc.ca

Yours sincerely,

Shawn Davis
Procurement and Contracting Officer
Materiel and Contract Management 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 (Shawn Davis) 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). **Bidders must provide in their breakdown of professional fees for Phase 2 a per site cost for professional fees for the 3 sites that could be sampled. For the purposes of bid evaluation, bidders must provide a total proposed price for Phase 2 assuming that sampling will be conducted at all three sites.**

Phase 1:

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

Phase 2 (Optional Work):



2.2 Administrative Expenses:

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

\$ _____

2.3 Travel Expenses:

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

\$ _____

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

**2.4 TOTAL PROPOSAL PRICE
(Canadian Currency)**

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

+ G.S.T. \$ _____

TOTAL: \$ _____



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

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

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

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

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

by: (Signing Officer) Print & Sign

Title

Solicitation: K2AA0-14-0017
Former Public Servant Certification – Competitive Requirement

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental

websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

Bidder

Signed

Print Name & Title

Date

Sampling Campaign for 2-Propanone, reaction products with diphenylamine (PREPOD – CAS RN 68412-48-6)

INTELLECTUAL PROPERTY

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

CONFIDENTIALITY

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

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

I. BACKGROUND

On December 8, 2006 the Government of Canada announced the Chemicals Management Plan (CMP)¹, to take immediate action to regulate chemicals that are harmful to human health or the environment, and to carry out further work on the substances identified.

A key element of the Chemicals Management Plan is the initiative known as the "Challenge" for approximately 195 high priority substances. These substances have been divided up into smaller groups named batches 1 to 12. The substance 2-Propanone, reaction products with diphenylamine, CAS RN 68412-48-6, referred to throughout this document as "PREPOD" was included in Batch 11 of the Challenge.

PREPOD is part of the chemical grouping Amines and the chemical sub grouping Aromatic Amines. It is classified as Unknown or Variable Composition, Complex

¹ Detailed information on Canada's CMP is available on the **Chemical Substances** web site:
<http://www.chemicalsubstanceschimiques.gc.ca/index-eng.php>

Reaction Products, or Biological Materials (UVCBs), and is used in Canada and elsewhere as an antioxidant in the manufacture of rubber products including tires. This substance is not naturally found in the environment.

The final Screening Assessment Report² published in September 2011 concluded that PREPOD has or may have a harmful effect on the environment or its biological diversity. PREPOD meets the persistence and the bioaccumulation criteria as set out in the *Persistence and Bioaccumulation Regulations*. It was therefore concluded that PREPOD meets the criterion set out in paragraph 64(a) of the *Canadian Environmental Protection Act, 1999* (CEPA 1999). Based on this conclusion, CEPA 1999 requires Environment Canada to develop a risk management instrument for this substance.

According to information submitted under section 71 of CEPA 1999, the total quantity of PREPOD manufactured in, and imported into Canada in 2006 was between 100 and 1000 tonnes. PREPOD may be released to the environment as a result of industrial processes and during the use and disposal of products containing this substance. Information from the screening assessment and from recent and ongoing research and monitoring will inform risk management activities.

II. PURPOSE

Environment Canada needs to characterize the environmental releases from industrial facilities involved in the manufacture of rubber products using PREPOD, to inform the development of the appropriate risk management measures.

The purpose of this contract is to conduct an effluents sampling campaign for PREPOD at three (3) selected industrial facilities in Phase 1, and optionally in Phase 2, at their associated Municipal Wastewater Treatment Plants (WWTPs) receiving their respective effluents. Among these three industrial facilities, two are located in the Province of Ontario (Township of Centre Wellington and Niagara Regional Municipality) and one in the Province of Quebec (Eastern Township). Their specific locations will be provided to the successful bidder by Environment Canada.

III. OBJECTIVE

The objective of this contract is to collect representative samples of industrial effluents from the selected facilities, by preparing a sampling plan, carrying out the sampling campaign and preparing reports about these tasks.

² The Final Screening Assessment Report is available on the **Chemical Substances** web site: <http://www.ec.gc.ca/ese-ees/default.asp?lang=En&n=6E5991B9-1>

The focus of this work is on Canadian industrial activities associated with use of PREPOD in rubber products manufacturing including the following industry subsectors:

- Rubber product compounders;
- Rubber product processors.

The contractor should review the following two scientific publications when preparing their proposals:

- Ort et al (2010). Sampling for pharmaceuticals and personal care products (PPCPS) and illicit drugs in wastewater systems: are your conclusions valid? A critical review. Environ. Sci. Technol, 44, pp 6024-6035.
- Kim et al (2013). Parameters affecting the occurrence and removal of polybrominated diphenyl ethers in twenty Canadian wastewater treatment plants. Water Research, 47, pp 2213-2221.

These publications contain useful information for designing sampling campaigns for trace contaminants in wastewater. These publications may be obtained by the successful bidder from Environment Canada upon request.

IV. STATEMENT OF WORK

As requested below, during Phase 1 of the contract, the Contractor will conduct a sampling campaign to gather wastewater samples from three (3) rubber industrial sector facilities. Two facilities are located in the Province of Ontario (Township of Centre Wellington and Niagara Regional Municipality) and one in the Province of Quebec (Eastern Township). During Phase 2 if deemed required, the Contractor will conduct a sampling campaign at the associated municipal wastewater treatment plants (WWTPs) receiving the effluents from the three industrial facilities. The Contractor should send the samples by overnight courier to Environment Canada's Burlington Laboratory (ON), and submit written reports to the Departmental Representative about this work.

This work will be performed during two fiscal years, as follows: Phase 1 during 2014 – 2015 fiscal year, and if Environment Canada exercises the option for the work of Phase 2, this Phase should be performed during 2015 - 2016 fiscal year.

The contractor shall conduct the following tasks:

Phase 1 - Sampling campaign for the compounding and processing rubber facilities using PREPOD

Task 1: Development of the sampling plan and the sampling schedule

The purpose of Task 1 is to prepare a report by detailing the methodology/design for the sampling campaign in the industrial wastewater effluent, at end of pipe, for the three rubber industrial sector facilities provided by the Departmental Representative. The report must be based on the information about the operations and practices collected by the Contractor at the initiation of contact with the facilities and during the pre-sampling visits, as well as on information already gathered by Environment Canada through former studies about these facilities. In order to effectively accomplish this task, the report must include, but not be limited to, the following elements:

1. Description of how industrial wastewater that may contain PREPOD is generated by each facility: process source, type of process (batch-wise or continuous), frequency, duration, etc.
2. Description of how industrial wastewater is treated on-site, where applicable (purpose of on-site treatment, type of process and equipment, efficiency, flow patterns and quantities).
3. Description of how industrial wastewater leaves each facility: single or multiple manholes or surface flows, including an outfall design sketch of site showing locations, etc.
4. Plan for the sampling campaign including, but not be limited to, the recommended representative sampling approach, locations of sampling points, grab or composite sampling procedures, type of equipment to be used for sample collection, description of sampling, shipping and storage procedures, sampling frequency and timing, roles and responsibilities, length of each sampling event and QC activities.

The contractor must establish with each facility an implementation schedule for sampling, including options for duration of each sampling event, which must coincide with the facility's use of PREPOD and following the sampling plan. The sampling schedule for all industrial facilities must also be delivered to the Departmental Representative.

Task 2: Sampling campaign

The purpose of Task 2 is the sampling campaign of the industrial effluent from these three (3) industrial facilities involved in the manufacturing of rubber products using PREPOD. Details of the procedures for the sampling campaign will be generated from the activities in Task 1.

The Contractor shall abide by all occupational health and safety requirements at all industrial facilities, including, but not limited to, on-site safety orientations and personal protective equipment.

The Contractor shall ensure that the sample collection procedures including planning the sampling events (logistics, communications, equipment, occupational health and safety planning) are done in accordance with the procedures confirmed by Environment Canada through Task 1, and are conducted in a consistent manner at all three (3) facilities. Information to be recorded during each sampling event shall include, but not be limited to, the following elements: date and time of sample collection, actual flow at the time of sample collection, water temperature, names of sampling personnel, site conditions, and any other factors that may influence the characteristics of the samples.

The Contractor shall use sampling and shipping containers that will minimize adsorption of the compounds of interest, i.e. stainless steel, glass, or Teflon. The Contractor shall send at least 2 litres of each sample to Environment Canada for analysis in precleaned amber glass 1 litre wide-mouth bottles with Teflon-lined lids (available from laboratory suppliers). Bottle labels must include the name of the facility, name of the sampling point, date and time of sampling, number of bottles per sample, and the Contractor name. The accompanying Chain of Custody form shall include the sample information along with the names of the sampling personnel and a contact number. Samples shall be immediately packed in coolers with natural ice or ice packs sufficient to keep the sample temperature at 4°Celsius during transport. A temperature blank shall be included in each cooler to confirm sample temperature on arrival at Environment Canada. Coolers of samples shall be carefully sealed and labelled, and shipped to the Environment Canada laboratory in Burlington (ON) **by overnight courier**. Address and contact details will be provided by Environment Canada.

The sampling campaign shall include the following quality assurance/quality control (QA/QC) elements: at least 3 discrete samples from each industrial facility (e.g. one grab sample during each of 3 different batch runs or 3 consecutive days of composite samples), and equipment blanks to confirm the cleanliness of sampling equipment and containers. For the purpose of the proposal, Environment Canada estimates a total of 48 wastewater samples including QA/QC.

The contractor must prepare a final report about the sampling campaign including the lessons learned and recommendations for potential periodic sampling requirements for the rubber compounds and products manufacturing facilities; and on the relevancy for the work detailed in Phase 2 of these Terms of Reference.

Phase 2 – Sampling of the Municipal Wastewater Treatment Plant(s) receiving effluent(s) from the rubber products facility(s)

As the work of Phase 2 is contingent on the results of the analysis of the samples collected in Phase 1, the Contractor will only be asked to complete the following work if Environment Canada exercises the option for the work of Phase 2.

Task 3: Development of the sampling plan and the sampling schedule for the targeted municipal wastewater plant(s)

Subject to the results of the analysis of the samples collected by the Contractor in Phase 1, Environment Canada will ask the Contractor to prepare a sampling plan for all three or only selected municipal wastewater treatment plants (MWWTPs), to which the industrial facility(s) from Phase 1 discharges. The sampling plan should include the approach to determine how best to sample the influent and effluent from these MWWTPs to capture the contribution from the industrial facility(s) effluent containing PREPOD. The selected MWWTPs will be communicated to the Contractor by Environment Canada.

In order to effectively accomplish this task, The Contractor must prepare a report for the sampling plan which includes, but is not limited to, the following elements:

1. Describe the municipal WWTP that receives input from the selected industrial facility from Phase 1, including: general treatment type and schematic, average and maximum input and output flows, nature of the sewershed (proportion of wastewater received from residential and industrial/commercial/ institutional sources), name of the water body which receives the treated effluent, etc.
2. Describe in detail the recommended sampling approach: locations of sampling points, grab or composite sampling procedures, type of equipment to be used for sample collection, description of sampling, shipping and storage procedures, sampling frequency and timing, roles and responsibilities, duration of each sampling event, QA/QC activities, need for hydraulic matching from the industrial facility to municipal influent and effluent, etc.

The Contractor must establish for each municipal WWTP an implementation schedule for sampling, including options for length of each sampling event, which must coincide with the facility's use of PREPOD and following the sampling plan, and following the sampling plan. The sampling schedule must also be delivered to the Departmental Representative.

Task 4: Sampling campaign for the targeted municipal wastewater plant(s)

The purpose of Task 4 is for the Contractor to complete the sampling campaign at the municipal WWTPs that receive effluents from the selected industrial facility(s) from Phase 1, which Environment Canada will communicate to the

Contractor. This campaign includes sampling of influents and effluents. Details of the procedures for the sampling campaign will be generated from the activities in Task 3.

The Contractor shall abide by all occupational health and safety requirements at WWTP(s) including, but not limited to, on-site safety orientations and personal protective equipment.

The Contractor shall follow the same requirements for sampling as in Task 2 of Phase 1. The sampling campaign shall include the following QA/QC elements: at least 3 discrete samples from each WWTP (e.g. one grab sample during each of 3 different batch runs or 3 consecutive days of composite samples), and equipment blanks to confirm the cleanliness of sampling equipment and containers. For the purpose of the proposal, Environment Canada estimates a maximum of 48 wastewater samples including QA/QC for this task.

The contractor must prepare a final report about the sampling campaign including the lessons learned and recommendations.

V. CONTRACTOR REQUIREMENTS

Regular feedback through email, and/or phone calls every two (2) weeks shall be maintained between the Contractor and the Departmental Representative.

When direct contact with companies and municipalities is required, it must first be approved by Environment Canada. The schedule and proposed matter to contact the industry/municipalities must be submitted by the Contractor to Environment Canada at least one (1) week in advance for approval. Environment Canada will provide a letter of introduction to be sent to the companies/municipalities before the Contractor contacts them for the first time. Additionally, Environment Canada reserves the right to sit on any call or meeting scheduled between the Contractor and the companies/municipalities.

The Contractor must keep a record of discussion of any communication with companies and municipalities. This record must contain the company/municipality contact information, the subject of discussion, the questions posed or raised during the discussions, and any feedback received on the subject. The final reports must include as an annex: a list of persons contacted while gathering the information as well as their contact information including email addresses if available, and a copy of the records from these discussions kept by the Contractor. All this information must be kept and treated as confidential information by the Contractor.

The Contractor must clearly identify and reference, throughout the final reports submitted to the Departmental Representative, all information identified by companies/municipalities as sensitive or confidential.

The information and documentation provided to the Contractor by Environment Canada shall only be used for the purpose of this contract and shall not be used for any other purposes unless duly authorized by the Departmental Representative. The information shall be destroyed in a manner deemed appropriate by the Departmental Representative upon request.

File and document safekeeping requirement - The Contractor must safely store and securely keep any background material/information or any other material used or obtained during the development of the main report. The documents must be stored following the requirements set out in the Industrial Security Manual (<http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/ch5-eng.html>).

VI. DELIVERABLES AND SCHEDULE

Phase 1

Task 1

1. The preliminary report on the sampling plan Phase 1 shall describe in detail the recommended approaches and underlying rationale for sampling at each industrial facility (i.e. detailed approach for sample collection, transportation, quality control and quality assurance requirements, etc.). This report shall be provided to the Departmental Representative four (4) weeks after the kick-off meeting of Phase 1. This report shall take into account directions and suggestions provided during the kick-off meeting. The Departmental Representative will review, discuss and approve this report, and confirm with the Contractor prior to commencing the sampling campaign. Comments will be provided by Environment Canada one (1) week after receiving this report.
2. The Final report on the sampling plan Phase 1 shall be provided to the Departmental Representative six (6) weeks after the kick-off meeting of Phase 1. This report must incorporate all comments/feedback provided by Departmental Representative on the preliminary report on the sampling plan Phase 1.
3. The sampling schedule report for the sampling campaign shall be provided to the Departmental Representative eight (8) weeks after the kick-off meeting of Phase 1. It shall include, but not be limited to, the following elements: the proposed sampling dates and duration at each facility, including options for duration of each sampling event, which will coincide with the facility's use of PREPOD and following the sampling plan; the contact person at the industrial facility, and the Contractor sampling team.

Task 2

4. The Contractor shall provide confirmation by email of successful completion to the Departmental Representative at the conclusion of each sampling event. The Sampling Campaign should be completed within fourteen (14) weeks of the kick-off meeting.
5. The draft final report containing the information and data collected under the sampling campaign shall be due within seventeen (17) weeks after the kick-off meeting of Phase 1. This report should be close to the final report in level of detail. The draft final report shall consider and address all the comments received during the progress of the project. Comments will be provided by the Departmental Representative two (2) weeks after receiving this draft final report.
6. The final report for Phase 1 shall be due within twenty (20) weeks after the kick-off meeting for Phase 1. The Contractor shall take into consideration all the comments provided by the Departmental Representative on the draft final report. An annex to the final report shall contain a summary of all comments provided by the Departmental Representative during the project and how they were addressed. The final report must also include as Annex the list of persons contacted while gathering the information as well as their contact information including email addresses if available, and a copy of the records from these discussions kept by the Contractor as required. Another copy of the final report (same version) that clearly identifies protected confidential business information (CBI) shall be due within twenty (20) weeks after the kick-off meeting of Phase 1. Approval of the final report will be provided by Environment Canada within one (1) week after receiving the final report. The final report in requested format shall be due within twenty-one and half (21.5) weeks after the kick-off meeting of Phase 1.

Phase 2 (Optional Work)

Task 3

7. The preliminary report on the sampling plan for Phase 2 shall describe in detail the recommended approaches and underlying rationale for sampling at each municipal WWTP (i.e. detailed approach for sample collection, transportation, quality control and quality assurance requirements, etc.). This report shall be provided to the Departmental Representative four (4) weeks after the kick-off meeting for Phase 2. This report shall take into account directions and suggestions provided during the kick-off meeting of the Phase 2. The Departmental Representative will review, discuss and approve this report, and confirm with the Contractor prior to commencing

the sampling campaign. Comments will be provided by Environment Canada two (2) weeks after receiving this report.

8. The Final report on the sampling plan for Phase 2 shall be provided to the Departmental Representative eight (8) weeks after the kick-off meeting for Phase 2. This report must incorporate all comments/feedback provided by Departmental Representative on the preliminary report on this sampling plan.
9. The sampling schedule report for Phase 2 for the sampling campaign shall also be provided to the Departmental Representative eleven (11) weeks after the kick-off meeting for Phase 2. It shall include, but not be limited to, the following elements: the proposed sampling dates at each municipal WWTP including options for duration of each sampling event, which will coincide with the facility's use of PREPOD and following the sampling plan, the contact person at each municipal WWTP, and the Contractor sampling team.

Task 4

10. The Contractor shall provide confirmation by email of successful completion to the Departmental Representative at the conclusion of each sampling event for Phase 2. The Sampling Campaign should be completed within a maximum of seventeen (17) weeks after the kick-off meeting of Phase 2. The allowed time to complete this sampling campaign may be reduced depending on the actual number of municipal WWTP to be sampled.
11. The Draft final report containing the information and data collected under the sampling campaign Phase 2 shall be due within a maximum of twenty (20) weeks of the kick-off meeting for Phase 2. This report should be close to the final report in level of detail. The Draft final report shall consider and address all the comments received during the progress of the project. Comments will be provided by the Departmental Representative two (2) weeks after receiving this draft report.
12. The final report for Phase 2 shall be due within twenty-three (23) weeks of the kick-off meeting for Phase 2. The Contractor shall take into consideration all the comments provided by the Departmental Representative on the Draft final report. An annex to the final report shall contain a summary of all comments provided by the Departmental Representative during the project and how they were addressed. Another copy of the final report (same version) that clearly identifies protected confidential business information (CBI) shall be due within a maximum of twenty-three (23) weeks of the kick-off meeting for Phase 2. Approval of

the final report will be provided by Environment Canada within two (2) weeks after receiving the final report. The final report in requested format shall be due within thirty-five (25) weeks of contract signing.

The final schedule of deliverables will depend on the starting date and shall be determined and agreed upon based on an initial meeting with the Contractor.

A proposed schedule is as follows:

| Phase | Deliverables | Proposed Timeline | Environment Canada review period | Delivery |
|---------------------|---|--|----------------------------------|---|
| Phase I | Kick-off meeting of phase 1 | Start time for phase 1 | | |
| | Task 1: Development of the sampling plan and the sampling campaign schedule | | | |
| | Preliminary report on the sampling plan | Within 4 weeks after the Kick-off meeting Phase1 | 1 week | 1 electronic copy |
| | Final report on the sampling plan | Within 6 weeks after the kick-off meeting Phase 1 | | 1 electronic copy |
| | Sampling schedule report | Within 8 weeks after the kick-off meeting Phase 1 | | 1 electronic copy |
| | Task 2: Sampling campaign | | | |
| | Sampling campaign | Within 14 weeks after the kick-off meeting Phase 1 | | Email confirmation to Environment Canada after each facility has been successfully sampled and samples received in Burlington |
| | Draft final report on the sampling campaign | Within 17 weeks after the kick-off meeting Phase 1 | 2 week | 1 electronic copy |
| | Final report on the sampling campaign for approval and CBI copy of Final Report | Within 20 weeks after the kick-off meeting Phase 1 | 1 week | 1 electronic copy of each report. |
| | Final report on the sampling campaign. No later than March, 31 2015 | Within 21.5 weeks after the kick-off meeting Phase 1 | | 2 hard copies and 1 electronic copy |
| Phase II (Optional) | Task 3: Development of the sampling plan and the sampling campaign schedule for the targeted municipal wastewater plant(s) | | | |
| | Kick-off meeting of phase 2 | Start time for Phase 2 | | |
| | Preliminary report, on the sampling plan | Within 4 weeks after the kick-off meeting Phase 2 | 2 weeks | 1 electronic copy |
| | Final report on the sampling plan | Within 8 weeks after the kick-off meeting Phase 2 | | 1 electronic copy |
| | Sampling schedule | Within 11 weeks | | 1 electronic copy |

| Phase | Deliverables | Proposed Timeline | Environment Canada review period | Delivery |
|---|---|---|----------------------------------|---|
| | report | after the kick-off meeting Phase2 | | |
| Task 4: Sampling campaign for the targeted municipal wastewater plant(s) | | | | |
| | Sampling campaign | Within a maximum of 17 weeks after the kick-off meeting Phase 2 | | Email confirmation to Environment Canada after each facility has been successfully sampled and samples received in Burlington |
| | Draft final report on the sampling campaign | Within a maximum of 20 weeks after the kick-off meeting Phase 2 | 2 weeks | 1 electronic copy |
| | Final report on the sampling campaign for approval and CBI copy of Final report | Within a maximum of 23 weeks after the kick-off meeting Phase 2 | 2 week | 1 electronic copy of each report |
| | Final report on the sampling campaign. No later than March, 31 2016 | Within a maximum of 25 weeks after the kick-off meeting Phase 2 | | 2 hard copies and 1 electronic copy |

The sources and contact information for various people/organizations that were contacted during the project and a copy of the records from the discussions with them and kept by the Contractor, shall be annexed to the final reports.

All elements of the final reports shall be referenced and clearly documented in footnotes and in a reference section. Particular elements of the final reports that were not obtained in literature (e.g. personal conversation, email exchange, professional judgment, etc.) shall be referenced by indicating the name, title and employer of that person.

In addition to the Final Reports, the Contractor shall provide the Departmental Representative with: Hard and electronic (Microsoft Office Suite 2010) copies of all background documents (including reports, papers, notes, text, emails correspondence, telephone interviews, graphics, surveys, raw data, and spreadsheets) used for the delivery of this Contract that shall be compiled on a CD or DVD and presented as an annex of the final report.

All deliverables shall be written entirely in English or in French.

VII. ACCEPTANCE

All discussion papers, reports and correspondence produced by the Contractor will be subject to review by persons designated by Departmental Representative.

All work is to be performed to the satisfaction of the Departmental Representative.

VIII. METHOD OF PAYMENT

Payments will be made upon submission and acceptance of the following deliverables:

Phase 1:

1. 40 % of the total professional fees for Phase 1 will be paid upon submission and acceptance by the Departmental Representative of the Final Sampling Plan Report in Phase 1;
2. 60 % of the total professional fees for Phase 1 will be paid upon submission and acceptance by the Departmental Representative of the Final Report on the Sampling Campaign in Phase 1.

Phase 2 (Optional Work):

1. 40 % of the total professional fees for the Optional Work (Phase 2) will be paid upon submission and acceptance by the Departmental Representative of the Final Sampling Plan Report in Phase 2;
2. 60% of the total professional fees for the Optional Work (Phase 2) will be paid upon submission and acceptance by the Departmental Representative of the Final Report on the Sampling Campaign in Phase 2.

IX. PROJECT BUDGET

Environment Canada has established funding for this project at a maximum amount of \$120,000.00:

The project budget is broken down as follows:

Phase 1:

A maximum of \$50,000 in professional fees, excluding applicable taxes, and a maximum of \$10,000.00 in travel for Phase 1 of the contract in the 2014 - 2015 fiscal year.

Phase 2 (Optional Work):

A maximum of \$50,000 in professional fees, excluding applicable taxes, and a maximum of 10,000.00 in travel for the Optional Work (Phase 2) in the 2015 - 2016 fiscal year.

Bidders must provide in their breakdown of professional fees for Phase 2 a per site cost for professional fees for the 3 sites that could be sampled. As the number of sites to be sampled will depend on the results of Phase 1 of the contract, if the option is exercised to complete Phase 2, funds will only be provided to conduct sampling at the number of sites that are requested (up to a maximum of 3 sites). For the purposes of bid evaluation, bidders must provide a total proposed price for Phase 2 assuming that sampling will be conducted at all three sites.

Bids that exceed any of the above maximum amounts will be rejected.

X. TRAVEL

This project is expected to require travel to sampling locations for Phase 1 and if required for the Optional Work (Phase 2).

Travel will be at the request of the EC Departmental Representative and reimbursements will be consistent with Treasury Board Secretariat and Federal Government Travel Guidelines. The Contractor shall support expenses by appropriate receipts, incurred by personnel directly engaged in performance of the work, calculated in accordance with the Treasury Board Travel Directive in effect at time of travel, without any allowance thereon for overhead or profit. Charges for air travel shall not exceed that for the best price available at the time of booking; EC will not authorize or pay for air travel in premium or business class. All payments are subject to government audit. (GST/HST, as applicable, is deemed to be included in any estimate/charge for Travel and Living Expenses.) The TB Travel Directive site is: <http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/>

Travel expenses for Phase 1: Up to a maximum cost of \$10,000.

Travel expenses for Phase 2: Up to a maximum cost of \$ 10,000.

XI. PROPOSAL REQUIREMENTS

The proposal should be clear, logical and consistent with the terms of reference, and demonstrate an understanding of the requirements of the work and the approach taken to achieve the contract objectives. The proposal should be original in wording with minimal quotes or paraphrases from the terms of reference.

Technical Component

The technical component of the proposal should include the information required to evaluate the bid including, but not be limited to, the following information:

1. Understanding of the study's objectives and scope

The proposal should demonstrate an understanding of the:

- Purpose, the objectives and the importance of the terms of reference as well as have an understanding of industrial and municipal wastewater sampling procedures, wastewater sampling, QA/QC and associated activities with sampling;
- Challenges and risks associated with the contract. Possible problems and challenges associated with this project should be identified with proposed solutions and suggestions to deal with problems and challenges identified for the project.

2. Methodology

The methodology should detail the following for each task:

- Approach to develop the sampling campaign will be carried out;
- Approach and solutions to overcome challenges and to mitigate risks;
- Examples of similar challenges in previous projects and how they were successfully overcome.

3. Work plan

The proposal should include:

- The name and responsibilities of each team member;
- A breakdown of each project task and sub-task including timelines and team member responsibilities for completing each task;
- The total time commitment per team member;
- A time schedule outlining when the components in the work plan are to be completed; and
- A contingency plan describing alternative approaches/plans and flexibility mechanisms to overcome obstacles to complete the tasks.

4. Team experience and expertise relevant to the project

The proposal should provide a clear description of the team members' experience, training and qualifications to demonstrate that the team meets the Mandatory Requirements.

The proposal should provide a description of three (3) similar projects or studies led by the project manager within the last seven (7) years. These projects or studies must be able to demonstrate competencies for developing a sampling plan, conduct a sampling campaign of municipal or industrial wastewaters, and write a sampling campaign report for wastewaters.

Demonstrated ability to fluently communicate in both official languages (oral and written) will provide supplementary points in the evaluation of The Contractor's proposal

5. Annexes

The annexes should include all other information relevant for evaluating the bid including:

- Résumés of all team members who will participate on this contract. The résumés should clearly demonstrate the training taken in sampling industrial or municipal wastewater and the previous related work experience in industrial and municipal wastewater sampling campaigns similar to the work required under the Statement of Work, and depending on their role in the execution of the contract activities.

The financial component

The financial component should contain:

- A breakdown of the level of effort required for each task and by facility or by WWTP;
- A breakdown of the effort by type of expertise and resources and by facility or WWTP;
- The company's GST/HST registration number or if exempt, proof of exempt status.

APPENDIX A EVALUATION CRITERIA

Proposals that do not meet the Mandatory Criteria will not be considered for further evaluation.

Proposals must receive the minimum required points for each section of the Evaluation Grid to be considered (Understanding of the Study's objectives and scope (12/18 points required); Methodology and work plan proposed (25/36 points required); Team experience and expertise relevant to this project (25/36 points required);

The Bidder with the highest combined rating for technical (70%) and price (30%) will be recommended for award of the contract. The combined rating (i.e. total points) will be determined using Equation 1 below. If no acceptable bids are received, Environment Canada has the right to not award this contract.

The proposal should include a detailed description of the approach, methodology and the work plan describing how the Contractor would carry out the study to fulfill the tasks described above. Any relevant information to enable Environment Canada to adequately score the proposal based on the criteria listed below should be included.

| | MANDATORY CRITERIA | Met/Not Met |
|-----------|--|--------------------|
| M1 | At least one team member must have a degree in engineering, environmental science or a discipline in pure sciences. Proof of the degrees must be provided upon request. | |
| M2 | The Project Manager must have at least 3 years of practical experience as a Project Manager leading a team in conducting sampling campaigns of wastewater in industrial and municipal sectors. | |
| M3 | The Bidder must have at least 5 years of experience in Sampling Campaigns of wastewater in industrial and municipal sectors. Experience must be clearly demonstrated in the proposal. | |
| M4 | The Bidder must demonstrate that all other proposed resources involved in this sampling campaign, other than the Project Manager, have at least one year of experience in conducting sampling campaigns of wastewater in industrial or municipal sectors. Experience must be clearly demonstrated in the proposal. | |
| M5 | At least one team member must have the capability to communicate in French and in English. The team member must be clearly identified in the proposal. | |
| M6 | All of the Bidder's resources must hold a security accreditation to the level of Reliability at the time of response to this request for proposal. In order to demonstrate this requirement, Environment Canada requests that the resources be listed, along with their clearance level, their | |

| | | |
|--|--|--|
| | security clearance number, when the clearance was received and when it expires, and the government organization that granted their security clearance. Environment Canada may request further information to verify security clearance. All requests for information must be responded to. | |
|--|--|--|

| COMPONENT | RATED CRITERIA | MAX/MIN SCORE | SCORE |
|--|--|--------------------------------|-------|
| 1. Understanding of the Study's objectives and scope | | Max = 18 pts. Min = 12 pts. | |
| | <p>R1. Sound understanding of the purpose, objectives, and importance of the contract:</p> <ul style="list-style-type: none"> • details and project objectives are clearly identified; methodology is organized and easy to understand (4pts); • details and project objectives and methodology are identified but not very clear; (2 pts) • demonstrates sound understanding of industrial and municipal wastewater sampling procedures, (2 pts.) • demonstrates a sound understanding of wastewater sampling QA/QC and associated activities with sampling (2 pts) • Details and objectives are not presented (0 pts) | 8 | |
| | <p>R2.</p> <ul style="list-style-type: none"> • The proposal demonstrates a sound understanding of challenges and risks associated with the contract (4 pts.) • The approach to overcome challenges and to mitigate risks is clear and easily understood (3 pts.) | 10 | |

| COMPONENT | RATED CRITERIA | MAX/MIN SCORE | SCORE |
|-------------------------------------|--|--|-------|
| | <ul style="list-style-type: none"> The approach to overcome challenges and to mitigate risks demonstrates previous experience in resolving similar challenges (3 pts.) | | |
| 2. Methodology and work plan | | Max = 36 pts. Min = 25 pts. | |
| | R3. The sampling approach for the sampling campaign is clear and realistic (5 pts.) | 5 | |
| | R4. The work plan outlines a logical and chronological arrangement of tasks and sub-tasks necessary to fulfill the objectives: <ul style="list-style-type: none"> The work plan is logical and well defined and clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work (15 pts.) The work plan is missing information related to milestones, timelines and deliverables for two or less of the requirements in the Statement of Work (10 pts.) The work plan is missing information related to milestones, timelines and deliverables for three or more but not all of the requirements in the Statement of Work (4 pts.) The work plan is missing information related to milestones, timelines and deliverables for all of the requirements in the Statement of Work (0 pts.) | 16 | |
| | R5. Time is committed to each task and sub-task, responsible parties are identified and deadlines are set in order to achieve the objectives: | 10 | |

| COMPONENT | RATED CRITERIA | MAX/MIN SCORE | SCORE |
|--|--|--|-------|
| | <ul style="list-style-type: none"> • the work plan in the proposal showing time allocated for each task and sub-task, clearly identifies milestones and deliverables, and responsible parties (10 pts.) • The work plan in the proposal showing time allocated for each task and sub-task, is missing half or more but not all the information related to the milestones, deliverables and responsible parties (6 pts.) • The work plan in the proposal showing time allocated for each task and sub-task, is missing all of the information related to the milestones, deliverables and responsible parties (0 pts.) | | |
| | <p>R6. The contingency plan identifies problems and challenges and proposes solutions to deal with problems and challenges identified:</p> <ul style="list-style-type: none"> • Challenges are identified and addressed (4 pts.) • Challenged are identified but not addressed (2 pts.) • Challenges are not identified nor addressed (0 pts.) | 4 | |
| 3. Team experience and expertise relevant to this project | | Max = 36 pts Min = 25 pts | |
| | <p>R7. The Contractor Bidder demonstrates more than 5 years of experience in sampling campaigns of wastewater in industrial and municipal sectors as required in M3:</p> <ul style="list-style-type: none"> • 7 or more years' of experience (5 pts.) • More than 5 years to less than 7 years of' experience completed (3 pts.) | 5 | |

| COMPONENT | RATED CRITERIA | MAX/MIN SCORE | SCORE |
|-----------|---|---------------|-------|
| | <p>R8. The Project Manager for this project has demonstrated experience on supervising team members and ensuring completion of project tasks in sampling campaigns of wastewater in industrial and/or municipal sectors:</p> <ul style="list-style-type: none"> • 7 or more relevant projects completed (10 pts.) • 5 or 6 relevant projects completed (7 pts.) • 3 or 4 relevant projects completed (5 pts.) • 1 or 2 relevant projects completed (2 pts.) | 10 | |
| | <p>R9. Additional project team members's education is related to engineering, environmental science or a discipline in pure sciences. (3pts)</p> | 3 | |

| COMPONENT | RATED CRITERIA | MAX/MIN SCORE | SCORE |
|-----------|---|---------------|-------|
| | <p>R10. Experience:</p> <ul style="list-style-type: none"> • Project team's demonstrates experience directly relevant to the work described in the Statement of Work section (in sampling campaigns of wastewater in industrial and/or municipal sectors) (5pts) <p>Note: experience of team members must be clearly demonstrated on their resumes</p> <ul style="list-style-type: none"> • At least one team member has practical experience on sampling wastewater campaigns at industrial sites (3 pts.) • At least one team member has practical experience on sampling campaigns at municipal wastewater system plants (3 pts.) • At least one team member demonstrated experience in developing a sampling wastewater plans, protocols and reports (3 pts.) | 14 | |

| COMPONENT | RATED CRITERIA | MAX/MIN SCORE | SCORE |
|-----------|---|-------------------|-------|
| | <p>R11. Additional project team members (in addition to the team member evaluated under M5) demonstrate ability to fluently communicate in both official languages. (2pts points per additional team member up to 4 pts)</p> <p>Note : The bilingualism of individual team members must be clearly identified in their resumes.</p> | 4 | |
| | TOTAL | /90 points | |

APPENDIX B: Selection Method

Technical Rating

The proposal that obtained the highest score for the technical evaluation, as presented in Appendix A, will be assigned a weight of 70%. All other proposals that meet the minimum score requirements for the technical evaluation will be prorated.

Cost Rating

The proposal presenting the lowest cost while meeting the minimum score requirements for the technical evaluation will be assigned a weight of 30%. All other proposals that meet the minimum score requirements for the technical evaluation will be prorated.

Both the technical rating and the cost rating will be used to determine the final score, as illustrated by the example below:

Equation 1:

$$TotalPoints = \frac{Bidder'sRatedScore}{HighestBidder'sRatedScore} \times 70 + \frac{LowestBidderPrice}{Bidder'sPrice} \times 30$$

Example:

| Bidder | Bidder's Rated Score | Bidder's Price | Points for Technical/ Management Components | Points for Price | Total Points |
|----------|----------------------|----------------|---|---|----------------------|
| Bidder A | 80 | \$30,000 | $(80 \div 90) \times 70 = 62.2$ | $(30,000 \div 30,000) \times 30 = 30$ | $62.2 + 30 = 92.2$ |
| Bidder B | 85 | \$40,000 | $(85 \div 90) \times 70 = 66.1$ | $(30,000 \div 40,000) \times 30 = 22.5$ | $66.1 + 22.5 = 88.6$ |
| Bidder C | 90 | \$35,000 | $(90 \div 90) \times 70 = 70$ | $(30,000 \div 35,000) \times 30 = 25.7$ | $70 + 25.7 = 95.7^*$ |

*In this example, Bidder C will be recommended for award of the contract.

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