



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

October 8, 2014

Solicitation number K8A60-14-0017

PROJECT TITLE: A MESO-SCALE STUDY ON THE CHEMICAL FATE, PENETRATION AND RETENTION OF DILUTED BITUMEN AND DILUENTS ON EXPERIMENTAL MARINE SHORELINES REPRESENTATIVE OF NORTHERN BRITISH COLUMBIA (BC).

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 November 17, 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 **K8A60-14-0017** 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;

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

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

SECTION I: SUBMIT THREE (3) HARD COPIES OF YOUR TECHNICAL PROPOSAL;
SECTION II: SUBMIT TWO (2) SIGNED HARD COPIES OF THE OFFER OF SERVICE (WHICH REPRESENTS THE FINANCIAL BID).
SECTION III: SUBMIT TWO (2) SIGNED HARD COPIES OF THE FORMER PUBLIC SERVANT CERTIFICATION.

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

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

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

All questions concerning this project shall be submitted in writing by email: josee.francoeur@ec.gc.ca

Yours sincerely,

Josée Francoeur
Contracting Officer
Finance Branch

Attachments:

Offer of Service
Former Public Servant Certification
Mandatory Proposal Instructions
Terms of Reference
Evaluation Grid

MANDATORY PROPOSAL INSTRUCTIONS

- 1. Receipt**

The specified office will receive the sealed proposals (including the Offer of Service) or revisions up until the time and date specified in the letter of invitation.

Environment Canada shall no longer accept the Offer of Service/technical portion of the bidders' proposals by facsimile or by electronic mail.
- 2. Unacceptable Proposals**

Proposals received after the closing date and time will not be considered **and will be returned unopened.**

Proposals **NOT** submitted with duly completed Offer of Service forms in the format specified by the Department will not be accepted.

Incomplete proposals will be considered non-responsive and rejected.

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

Any Offer of Service not signed in accordance with the letter of invitation shall be considered non-responsive and rejected.
- 3. Acceptance**

The Department will not necessarily accept the lowest or any of the proposals submitted.
- 4. Completion**

The Offer of Service form must be completed and submitted in the format presented by the Department.

Proposals must be submitted in accordance with these instructions and those contained in the letter of invitation.

It is the proposer's responsibility to ensure his/her complete understanding of the requirements and instructions specified by the Department. Enquiries concerning this solicitation must be submitted in writing to the contracting authority (Josée Francoeur) no later than five (5) working days prior to the bid closing date specified herein to allow sufficient time to provide a response.
- 5. Reference**

The Department of Environment reserves the right, before awarding the Contract, to require the Contractor to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the contractor.



OFFER OF SERVICE

1. **Offer submitted by:** (Print or type complete business or corporate name, address, telephone number, fax number)

Tel. No. _____ Fax. No. _____

E-Mail _____

2. I (We), the undersigned, hereby offer to Her Majesty the Queen in Right of Canada, as represented by the Minister of Environment, to furnish all necessary expertise, supervision, materials, equipment and other things necessary to complete, to the entire satisfaction of the Minister or his/her authorized representative, the work as described in the Solicitation package according to the terms and conditions of the Department's service contract for the following prices:



2.1 Professional Services:

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

<u>Category of Personnel</u>	<u>Per Diem Rates</u>	<u>Number of Days Assigned</u>	<u>Total</u>
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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 K8A60-14-0017

MESO-SCALE STUDY ON THE CHEMICAL FATE, PENETRATION AND RETENTION OF DILUTED BITUMEN AND DILUENTS ON EXPERIMENTAL MARINE SHORELINES REPRESENTATIVE OF NORTHERN BRITISH COLUMBIA (BC).

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 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.

BACKGROUND INFORMATION

Environment Canada's (EC) Emergencies Sciences and Technology Section (ESTS) requires a technical expert with significant experience in the areas of the oil spill contamination of shorelines, preparedness and response.

The technical expert is needed to work with the Environment Canada Project manager and team to finalize an experimental science work plan and timetable, to conduct a study on the chemical fate, penetration and retention of diluted bitumen and diluents in substrates in different types of shorelines that are representative of those found in Northern BC. The work is to include; laboratory physical and chemical analysis, and the preparation of a summary technical document on the experiments and results.

Emergencies sciences and technology section (ESTS)

In 2013, ESTS began a 3 year Research and Development (R&D) program to examine several specific topics related to the environmental impact and detection of diluted bitumen on marine shorelines typical of those found in Northern British Columbia. Between 2013 and March 31, 2016, ESTS, has and will continue to; (1) gather and assess baseline environmental scientific information on selected Northern British Columbia shorelines, and (2) to conduct studies on the fate, behaviour and cleanup of the non-conventional diluted bitumen products on different types of shorelines and under various conditions. The objective of this work is to deliver both

operational guidance and scientific information that is legally defensible and credible to provide spill response teams with more informed technical support for decisions regarding shoreline treatment options.

Rationale for technical expert / shoreline scientist

To address concerns and knowledge gaps associated with unconventional petroleum products such as diluted bitumen, the Government of Canada announced the World Class Tanker Safety System on March 18, 2013. The potential future development of the petroleum industry is significant and ESTS is undertaking research on the interaction between the diluted bitumen and shorelines under the World Class Tanker Safety System program.

STATEMENT OF WORK

SCOPE

The Technical Expert / Shoreline Scientist will provide scientific expertise in the area of marine oil spills of diluted bitumen and penetration and retention in different types of shorelines. ESTS has managed a similar collaborative shoreline research program on the bitumen product Orimulsion®. The terms of reference for the Orimulsion® studies served as the template for the current research program. The project reports titled *Orimulsion Bitumen Penetration and Retention in Course Sediment Shorelines* and the *Orimulsion Shoreline Studies Program* should be consulted and used by potential proponents in any proposal.

OBJECTIVE

The objective of this request for proposal is to have the services of technical expert or shoreline scientist who can provide his/her expertise in the area of penetration and retention of oil in the substrate in shorelines.

TASK\DELIVERABLES

The anticipated tasks and deliverables will extend over 2 fiscal years 2014/15 and 2015/16. The first year will include the research and analysis and the second year will involve the production of guides and manuals as well as the interpretation of the results and drafting of new practices.

The technical expert\shoreline scientist will be responsible for, but not limited to:

- Providing the science (technical) plan for the duration of the contract ending March 31, 2016. The science plan must meet the level expected of a typical peer-reviewed scientific committee. It must include information on the experimental project design, sampling and analysis standardized protocols, and quality assurance/quality control.
- Provide a project management plan to adequately describe the project's management and make-up of the scientific team including company personnel and other partners, a description of the company profile and related expertise.
- Contribution to the next field campaign in the northern British Columbia Region.
- Organize all aspects of locating and securing a test facility to conduct the study
- Leading the laboratory studies for the penetration and retention of oil in the different types of shoreline as per project reports titled *Orimulsion Bitumen Penetration and Retention in Course Sediment Shorelines* and the *Orimulsion Shoreline Studies Program*.

- Analysis and interpretation of the data.
- Development of guides and manuals from knowledge gained in the experimental studies including printing.
- Contribution to scientific manuscripts for the Arctic and Marine Oilspill Program (AMOP) Technical Seminar and other forums (e.g. International Oil Spill Conference - details to be developed.)
- Support the ESTS team in their development of the diluted bitumen shoreline research program.

Meetings

The following meetings, at a minimum, shall take place. All other face-to-face meetings shall be at the discretion of the Project Authority.

- 1) Project initiation meeting: Upon awarding of the contract, a preliminary kick-off meeting will take place between the Project Authority and the Contractor. This meeting will ensure that ESTS's requirements are clearly understood by all parties.
- 2) Progress meetings: The progress meetings shall be held on a monthly basis or at such frequency as deemed appropriate by the Project Authority. They shall take place at ESTS's offices in Ottawa or via teleconference or videoconference. The Contractor shall prepare written information for these meetings, including:
 - the complete science plan;
 - a list of the work that was scheduled to be completed during the reporting period;
 - identification of problem areas, if any;
 - any action required by ESTS or the Project Authority; and,
 - other important information deemed appropriate.
- 3) Operational meetings: The operational meetings will be to organize the field campaign, logistics for laboratory analysis, and/or any other operational activities. This meeting will be organized by the Contractor or the Project Authority, depending on the activities to be discussed.

RESPONSIBILITIES OF THE PROJECT AUTHORITY

- The Project Authority shall define timelines for tasks/deliverables.
- The Project Authority shall liaise with the Contractor on a regular basis by email and/or telephone in order to follow up on the progress of tasks/deliverables.
- The Project Authority shall be responsible for the translation of final report, as required.

RESPONSIBILITIES OF THE CONTRACTOR

- The Contractor shall submit all formal written deliverables to the Project Authority in printable and electronic format in English.
- A full listing of reference materials/bibliographies and data sources shall be provided for formal written deliverables.

- The Contractor must be available to discuss the status and findings of tasks/deliverables by conference call and/or meetings.

WORK LOCATION

The work will be performed partially on-site, and partially from the Contractor's own business location, depending on the nature of the particular work activity.

The work location for the laboratory analysis has not yet been decided and there will be discussion with the Contractor to identify the best location for this type of work.

LANGUAGE REQUIREMENT

The proposed contractor must be able to communicate and write in English. All documents and reports will be produced in English. The contractor will provide all written material to the Departmental Representative in computer readable version of Microsoft Word (MS Office 2010 or later version). The contractor will prepare all figures and tables to be used in the report.

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.

DURATION OF CONTRACT / LEVEL OF EFFORT

The period of the contract will be from the date of award, extended over two fiscal years 2014/15 and 2015/16 and concluding on **March 31, 2016**. The estimated level of effort is around 150 days over the duration of the contract.

PROJECT COST

Environment Canada has established funding for this project at a cumulative total cost of **\$250,000.00** (HST excluded) from contract signing to **March 31st, 2016**.

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. 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 that shows it meets the requirements listed in the Statement of Work.

- A contingency plan describing alternative approaches/plans and flexibility mechanisms to overcome obstacles to complete the tasks.
- Professional staff assigned to the project, their experience directly relevant to the work, and their expected contributions

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

Contract Period:			
contract signing to 31 March 2016			
Category of Personnel	Per Diem Rates (A)	Estimated Level Of Effort (B)	Total (C) A + B = C
Bidder's Total Price =		\$ _____ (Transfer total to Section 2.1 of Offer of Service (page 6 above))	

- (a) **Pricing:** All prices must be firm prices exclusive of GST/HST.
- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- (d) Bidder's Grand Total Price will be transferred by bidder to Section 2.4 of Offer of Service (page 6 above).

APPENDIX A: Evaluation Criteria

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;
- b)** obtain the required minimum points for each of the point rated criteria as listed below; and
- c)** obtain the required minimum of **51 points (70%)** as an overall score for the Technical Evaluation Criteria listed below which are subject to point rating. The rating is performed on a scale of **73** points.

Bids not meeting (a) or (b) or (c) 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.

Technical evaluation criteria

	Rated Criteria	Maximum Score	Score
1. UNDERSTANDING OF THE REQUEST FOR PROPOSAL (MAX. 6 POINTS) MINIMUM REQUIRED: 3 POINTS	<p>R1. Does the proposal indicate a clear and logical understanding of the objective and Statement of Work?</p> <p>The proposal clearly demonstrates the objectives and statement of work in a logical fashion.</p> <p>The proposal demonstrates the objectives and statement of work, but not in a clear and logical manner.</p> <p>The proposal does not demonstrate the objective and statement of work at all.</p>	<p>Max. 6 points</p> <p>6</p> <p>3</p> <p>0</p>	
2. WORK PLAN, APPROACH & METHODOLOGY	R2. A) Does the work plan identify milestones and how the Contractor will satisfy the requirements in the Statement	A) Max. 12 points	

<p>(MAX. 36 POINTS) MINIMUM REQUIRED FOR R2 A) AND B): 24 POINTS</p>	<p>of Work? (partial points will be awarded in R2 A) as indicated in this section)</p> <p>The proposal clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work.</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work.</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for many of the requirements identified in the Statement of Work.</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for all of the requirements identified in the Statement of Work.</p> <p>R2. B) Are the presented approach and methodology logical, thorough and well defined for each of the tasks in the Statement of Work? (partial points will be awarded in R2 B) as indicated in this section)</p> <p>All of the six points below are satisfied:</p> <ol style="list-style-type: none"> (1) The presented approach is logical and thorough. (2) The presented approach is well defined. (3) The steps in the presented methodology are logical and thorough. (4) The steps in the presented methodology are well defined. (5) Potential challenges are clearly identified. (6) Potential solutions to challenges are addressed. 	<p>12</p> <p>8</p> <p>4</p> <p>0</p> <p>B) Max. 24 points</p> <p>24</p>	
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	<p>Any one of the points above is not satisfied, but the remaining five points are satisfied.</p> <p>Any two of the points above are not satisfied, but the remaining four points are satisfied.</p> <p>Any three of the points above are not satisfied, but the remaining three points are satisfied.</p> <p>Any four of the points above are not satisfied, but the remaining two points are satisfied.</p> <p>Any five of the points above are not satisfied, but the remaining one point is satisfied.</p> <p>None of the points above is satisfied.</p>	<p>20</p> <p>16</p> <p>12</p> <p>8</p> <p>4</p> <p>0</p>	
<p>3. PROJECT TEAM EXPERIENCE (MAX. 31 POINTS)</p> <p>R3 A): MINIMUM 4 POINTS REQUIRED AND A MINIMUM OF 2 POINTS MUST BE MADE BY AT LEAST ONE PERSON</p> <p>R3 B): MINIMUM 2 POINTS REQUIRED</p>	<p>R3. A) Does the project team’s cumulative experience make it well suited to complete the assignment? (<i>partial points will be awarded in R4 as indicated in this section</i>) How many total years of experience does the project team (including the project manager) have on projects concerning shoreline contamination? Experience must be clearly described in the proposal.</p> <p>To pass R3 A) two points must be contributed by at least one team member (who can be the project manager). If this condition is not met, the proposal will be deemed non-compliant with R3 A).</p> <p>1 point per year</p> <p>R3. B) Does the project manager have the appropriate experience and skill set to manage projects of this nature? (<i>partial points will be awarded in R3 B) as indicated in this section</i>)</p> <p>How many years of experience does the project manager have on the provision of operational marine oil spill preparedness and response? Experience must be clearly</p>	<p>A) Max. 10 points; min. 4 total points; and min. of 2 points must be made by at least one team member</p> <p>B) Max. 7 points Min. 2 points</p>	

	described in the proposal.		
R3 C): MINIMUM 2 POINTS REQUIRED	<p>1 point per year</p> <p>R3. C) How many years of experience does the project manager have on the Shoreline Cleanup Assessment Technique (SCAT) Experience must be clearly described in the proposal.</p> <p>1 point per year</p>	C) Max. 7 points Min. 2 points	
R3 D): MINIMUM 2 POINTS REQUIRED	<p>R3. D) How many years of experience does the project manager have on the preparation of scientific documents and papers. Experience must be clearly described in the proposal.</p> <p>1 point per year</p>	D) Max. 7 points Min. 2 points	
TOTAL POSSIBLE POINTS	An overall score of 51/73 (70%) is also required	73 (minimum required: 51 / 73)	

	RATED CRITERIA An overall score of 51/73 (70%) is also required	MAXIMUM POINTS	MINIMUM POINTS REQUIRED
R1	UNDERSTANDING OF THE REQUEST FOR PROPOSAL	6	3
R2	WORK PLAN, APPROACH & METHODOLOGY	A) 12 B) 24	A) and B) 24
R3	PROJECT TEAM EXPERIENCE	A) 10 B) 7 C) 7 D) 7	A) 4 (a minimum of 2 points must be made by at least one person) B) 2 C) 2 D) 2

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;
- b)** obtain the required minimum points for each of the point rated criteria as listed below; and
- c)** obtain the required minimum of **51 points (70%)** as an overall score for the Technical Evaluation Criteria listed below which are subject to point rating. The rating is performed on a scale of **73** points.

Bids not meeting (a) or (b) or (c) 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.