

Request for Proposal (RFP): 01B68-14-0142

FOR THE PROVISION OF

***2015 Growing Forward 2 Cost-Shared Program
Client Impact Survey***

FOR

Agriculture and Agri-Food Canada (AAFC)

Contracting Authority:

Lyndsay Rajaram
Senior Contracting Advisor
Agriculture and Agri-Food Canada/Agriculture et Agroalimentaire Canada
Professional Services Contracting Unit,
1285 Baseline Road, T3-5, Room T3-5-352
Ottawa, ON K1A 0C5
Telephone/Téléphone: 613-773-0933
E-mail address: lyndsay.rajaram@agr.gc.ca

TABLE OF CONTENTS

- 1.0 Project Summary
- 2.0 Security Requirements
- 3.0 Interpretation

PART 1: BIDDER INSTRUCTIONS, INFORMATION AND CONDITIONS

- 1.0 Contractual Capacity
- 2.0 Acceptance of Terms and Conditions
- 3.0 Incurring Cost
- 4.0 Enquiries - Solicitation Stage
- 5.0 Rights of Canada
- 6.0 Sole Proposal - Price Support
- 7.0 Mandatory Clauses
- 8.0 Debriefing
- 9.0 Office of the Procurement Ombudsman

PART 2: PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

- 1.0 Applicable Laws
- 2.0 Electronic Submissions and Submission of Proposal
- 3.0 Proposal Preparation Instructions
- 4.0 Preparation of Technical Proposal (Section 1)
- 5.0 Preparation of Financial Proposal (Section 2)
- 6.0 Certification Requirements (Section 3)
- 7.0 Evaluation Procedures
- 8.0 Request for Proposal Amendment(s)

PART 3: RESULTING CONTRACT TERMS AND CONDITIONS

- 1.0 General Conditions
- 2.0 Requirement
- 3.0 Security Requirements
- 4.0 Contract Period
- 5.0 Contracting Authority
- 6.0 Project Authority
- 7.0 Contractor Representative
- 8.0 Priority of Documents
- 9.0 Basis for Canada's Ownership of Intellectual Property

- 10.0 Replacement of Personnel
- 11.0 Access to Government Facilities/Equipment
- 12.0 Damage to or Loss of Crown Property
- 13.0 Basis of Payment
- 14.0 Method of Payment
- 15.0 Invoicing Instructions
- 16.0 Mandatory Certifications
- 17.0 Non-Permanent Resident
- 18.0 Insurance Requirements

LIST OF APPENDICES

- Appendix A - General Conditions
- Appendix B - Statement of Work
- Appendix C - Basis of Payment
- Appendix D - Evaluation Procedures & Criteria
- Appendix E - Certification Requirements

GENERAL INFORMATION

1.0 PROJECT SUMMARY

The purpose of the 2015 GF2 Cost-Shared Program Client Impact Survey is to measure the impacts of GF2 Cost-Shared programs on participants, their businesses and economic situation as well as the impact on the Canadian agriculture and agri-food sector.

The resulting contract will be for the 2015 Client Impact Survey and will include an option to extend the contract to include the 2017 survey.

2.0 INTERPRETATION

- 2.1 In the Request for proposal "RFP", "Canada", "Crown", "Her Majesty", "the Government" or "Agriculture and Agri-Food Canada" or "AAFC" means Her Majesty the Queen in right of Canada, as represented by the Minister of Agriculture and Agri-Food;
- 2.2 "Contract" or "Resulting Contract" means the written agreement between Agriculture and Agri-Food Canada and a contractor, comprising the General Conditions (set out in Appendix A of this RFP) and any supplemental general conditions specified in this RFP and every other document specified or referred to in any of them as forming part of the Contract, all as amended by agreement of the Parties from time to time;
- 2.3 "Contracting Authority or authorized representative" means the AAFC official, identified in Part 3, Article 5.0 of this RFP, responsible for the management of the Contract. Any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor is not to perform Work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned AAFC official;
- 2.4 "Contractor", means the person or entity whose name appears on the signature page of the Contract and who is to supply goods or services to Canada under the Contract;
- 2.5 "Minister" means the Minister of Agriculture and Agri-Food or anyone authorized to act on his/her behalf;
- 2.6 "Project Authority or authorized representative" means the AAFC official, identified in Part 3, Article 6.0 of this RFP, responsible for all matters concerning a) the technical content of the Work under the Contract; b) any proposed changes to the scope of the Work, but any resulting change can only be confirmed by a Contract amendment issued by the Contracting Authority; c) inspection and acceptance of all Work performed as detailed in the Statement of Work, and; review and inspection of all invoices submitted;

- 2.7 "Proposal" means an offer, submitted in response to a request from a Contracting Authority, that constitutes a solution to the problem, requirement or objective in the request;
- 2.8. "Bidder" means a person or entity submitting a Proposal in response to this RFP;
- 2.9 "Work" means the whole of the activities, services, materials, equipment, software, matters and things required to be done, delivered or performed by the Contractor in accordance with the terms of this RFP.

PART 1: BIDDER INSTRUCTIONS, INFORMATION AND CONDITIONS

1.0 CONTRACTUAL CAPACITY

- 1.1 The Bidder must have the legal capacity to enter into legally binding contracts. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder shall provide a statement indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business and the country where the controlling interest/ownership of the organization is located as per Appendix E of this RFP.

2.0 ACCEPTANCE OF TERMS AND CONDITIONS

- 2.1 Agriculture and Agri-Food Canada will only consider Proposals which accept Agriculture and Agri-Food Canada's terms and conditions.
- 2.2 The General Conditions attached in Appendix A and those set out in Part 3 of this RFP shall form part of any Resulting Contract.

3.0 INCURRING COST

- 3.1 The cost to prepare the Proposal will not be reimbursed by Agriculture and Agri-Food Canada.
- 3.2 No cost incurred before receipt of a signed Contract or specified written authorization from the Contracting Authority can be charged to any Resulting Contract.

4.0 ENQUIRIES - SOLICITATION STAGE

- 4.1 All enquiries or issues concerning this solicitation must be submitted in writing to the Contracting Authority named on the cover page of the RFP. It is the responsibility of the Bidder to obtain clarification of the requirements contained herein, if necessary prior to submitting a proposal.
- 4.2 Enquiries and issues must be received by the Contracting Authority no later than FIVE (5) calendar days prior to the solicitation closing date specified herein to allow sufficient time to provide a response. Enquiries or issues received after that time may not be able to be answered prior to the solicitation closing date.
- 4.3 To ensure consistency and quality of information provided to Bidders, the Contracting Authority will provide, simultaneously to all Bidders any information with respect to **significant** enquiries received and the replies to such enquiries without revealing the sources of the enquiries.
- 4.4 All enquiries and other communications with government officials throughout the solicitation period are to be directed **ONLY** to the Contracting Authority named below. Noncompliance with this condition during the proposal solicitation period may (for that reason alone) result in disqualification of a Proposal.

- 4.5 Meetings will not be held with individual bidders prior to the closing date/time of this RFP, unless otherwise specified.
- 4.6 Bidders shall not place any conditions or make any assumptions that attempt to limit or otherwise modify the scope of Work pursuant to the Statement of Work (Appendix B)

5.0 RIGHTS OF CANADA

- 5.1 Canada reserves the right to:
1. Accept any Proposal in whole or in part, without prior negotiation;
 2. Reject any or all Proposals received in response to this RFP;
 3. Cancel and/or re-issue this RFP at any time;
 4. Ask the Bidder to substantiate any claim made in the Proposal;
 5. Enter into negotiations with one or more Bidders on any or all aspects of their Proposals;
 6. Award one or more Contracts;
 7. Retain all Proposals submitted in response to this RFP.

6.0 SUBSTANTIATION OF PROFESSIONAL SERVICES RATES

- 6.1 In Canada's experience, bidders will from time to time propose prices at the time of bidding that they later refuse to honour, on the basis that these prices do not allow them to recover their own costs and/or make a profit. When evaluating the prices for professional services bid, Canada may, but will have no obligation to, require price support for any prices proposed. Examples of price support that Canada would consider satisfactory include:
1. documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services similar to the services that would be provided under a resulting contract, and the fees charged are equal to or less than the price offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer's name and personal information on the invoice submitted to Canada);
 2. a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under a resulting contract where the amount payable under that contract by the Bidder to the resource is equal to or less than the price bid;
 3. a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a price that is equal to or less than the price bid; or
 4. details regarding the salary paid to and benefits provided to the individuals employed by the Bidder to provide services, where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the prices bid, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to

recover its own costs based on the prices it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the prices bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the prices bid, Canada may, at their sole discretion declare the bid non-compliant.

7.0 MANDATORY CLAUSES

- 7.1 Where the words “**must**”, “**shall**” or “**will**” appear in this RFP, the clause is to be considered as a mandatory requirement.

8.0 DEBRIEFING

- 8.1 After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within the timeframe specified in the contract award notice. The debriefing may be in writing, by telephone or in person at the discretion of the Contracting Authority.

9.0 OFFICE OF THE PROCUREMENT OMBUDSMAN

If you have issues or concerns regarding the solicitation, you have the option of raising them with the department or with the Office of the Procurement Ombudsman (OPO). The Office of the Procurement Ombudsman was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2: PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

1.0 APPLICABLE LAWS

- 1.1 The Contract shall be interpreted and governed, and the relations between the parties, determined by the laws in force in the Province of *Ontario*.
- 1.2 In their bid submission, bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their proposal, by deleting the Canadian province specified in the previous paragraph and inserting the Canadian province or territory of their choice. If no change is made, the bidder acknowledges the applicable law specified is acceptable to the Bidder.

2.0 SUBMISSION OF PROPOSAL

- 2.1 Proposals must be submitted in hard copy as described in Article 3.0.

Due to the nature of this RFP electronic transmission of proposal by such means as electronic mail or facsimile to the Department of Agriculture and Agri-Food is not considered to be practical and therefore will not be accepted.
- 2.2 The proposal **MUST** be delivered to and received by the Contracting Authority named on the cover page of the RFP no later than February **2nd, 2015 AT 12:00 PM EST**. The outside of the envelope containing the proposal should include the RFP number found on the cover page of the RFP.
- 2.4 The onus for submitting proposals on time at the specified location rests with the Bidder. It is the Bidder's responsibility to ensure correct delivery of their proposal to the Contracting Authority.
- 2.5 The Bidders are advised that, due to security measures for building visitors, arrangements should be made in advance with the Contracting Authority for any planned in-person delivery of a proposal. Any planned **in-person delivery of proposal must be between 8:00 a.m. and 12:00 p.m. Monday through Friday** except on Government holidays and weekends. Failure to do so may result in late receipt of a proposal.
- 2.6 Proposals submitted in response to this RFP will not be returned.

3.0 PROPOSAL PREPARATION INSTRUCTIONS

- 3.1 The proposal **must** be structured in **THREE SEPARATELY BOUND parts** as indicated below:

Section 1	Technical Proposal (with no reference to price)	1 original hard copy and 1 electronic copy on CD or USB
-----------	--	---

Section 2	Financial Proposal	1 original hard copy
Section 3	Certifications	1 original hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

3.2 The Bidder may **submit a proposal in either official language.**

3.3 Each copy of the proposal is to include the Bidder's legal entity name, the name of the Bidder's contact, address, telephone number, facsimile number, email address and the RFP Number.

4.0 PREPARATION OF TECHNICAL PROPOSAL (Section 1)

4.1 In the Technical Proposal, the Bidder should demonstrate its understanding of the requirements of the **Statement of Work Appendix "B"**, as well as demonstrate how the Bidder will meet the requirements of the **Evaluation Procedures and Criteria Appendix "D"**.

4.2 Security Requirements

4.2.1 **At the date of bid closing**, the following conditions must be met:

- a) The Bidder's individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 3 Article 3.0. The Bidder **must** provide the following information for all individuals who will require access to classified or protected information, assets or sensitive work sites to validate the clearance.
- Full Name as it appears on the clearance
 - security level and number, and
 - date of birth (optional)

4.2.2 The Bidder should provide reference to the location within the technical proposal where the evidence of security requirements being met can be found. AAFC reserves the right to validate the security information provided to confirm the Bidder meets the security requirements.

5.0 PREPARATION OF FINANCIAL PROPOSAL (Section 2)

In the Financial Proposal, the Bidder shall provide a firm all inclusive price to provide the services requested in accordance with the Statement of Work **Appendix B for the 2015 and 2017 survey separately.** .

The requirements of the Financial Proposal are detailed in Appendix D, Evaluations Procedures and Criteria.

Prices shall not appear in any area of the proposal except in the Financial Proposal.

6.0 CERTIFICATION REQUIREMENTS

In order to be awarded a contract, the certifications attached **in Appendix “E”** will be required. The certifications should be submitted with the proposal. Canada may declare a bid non-responsive if the certifications are not submitted or completed as required. Where Canada intends to reject a proposal pursuant to this paragraph, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time frame period will render the proposal non-responsive.

Compliance with the certifications the Bidder provides to Canada is subject to verification by Canada. The Contracting Authority shall have the right to ask for additional information to verify that the Bidder is compliant with the applicable certifications before and after award of a contract. Any certification made by the Bidder that is determined to be untrue, whether made knowingly or unknowingly, or any failure to comply with the certifications or comply with the request of the Contracting Authority for additional information, will render the bid non-responsive.

7.0 EVALUATION PROCEDURES

- 7.1 Proposals will be evaluated in accordance with the Evaluation Procedures and Criteria specified **in Appendix D**. Proposals received will be compared separately against the evaluation criteria identified therein for the total requirement described in this RFP and in conjunction with the accompanying Statement of **Work (Appendix B)**.
- 7.2 An evaluation team composed of representatives of the Department of Agriculture and Agri-Food Canada will evaluate the Proposals on behalf of Canada.
- 7.3 The evaluation team reserves the right, but is not obligated, to perform any of the following tasks:
- a) seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
 - b) contact any or all references supplied by bidders to verify and validate any information submitted by them;
 - c) request, before award of any contract, specific information with respect to bidders' legal status;
 - d) verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
 - e) interview, at the sole costs of bidders, any bidder and/or any or all of the resources proposed by bidders to fulfill the requirement of the bid solicitation.

8.0 REQUESTS FOR PROPOSAL AMENDMENT(S)

- 8.1 Any modifications to this RFP will be made through an amendment which will be posted publicly via GETS.

PART 3: RESULTING CONTRACT TERMS AND CONDITIONS

Upon a Contract being awarded pursuant to RFP# 01B68-14-0142, the following Terms and Conditions shall form part of the Resulting Contract:

1.0 GENERAL CONDITIONS

1.1 The General Conditions attached in **Appendix A** shall form part of any Resulting Contract.

2.0 REQUIREMENT

2.1 The contractor will provide the services identified in Appendix B, Statement of Work.

2.2 The Contractor shall maintain, for the duration of the Contract, a designated single point of contact, hereafter referred to as a Contractor Representative, dedicated to managing the Contract.

3.0 SECURITY REQUIREMENT

3.1 The Contractor must, at all times during the performance of the Contract, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), with approved Document Safeguarding at the level of **PROTECTED "B"**.

3.2 Contractor personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

3.3 The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information and/or perform production.

4.0 CONTRACT PERIOD

4.1 The Contract shall be for the period identified on page 1 of the contract.

4.2 The Contractor grants to Canada the irrevocable option to extend the duration of the Contract by up to 1 additional period under the same terms and conditions for the completion of the 2017 survey.

4.2.1 Canada may exercise this option at any time by sending a notice to the Contractor prior to the Contract expiry date.

4.2.2 The Contractor agrees that, during the extended period of the Contract resulting from Canada's exercise of its option, the cost will be in accordance with the provisions in Appendix C of the Contract.

4.2.3 The option may only be exercised by the Contracting Authority and will be evidenced for administration purposes only, through a written Contract amendment.

5.0 CONTRACTING AUTHORITY

5.1 The Contracting Authority is:

Lyndsay Rajaram
Senior Contracting Advisor
Agriculture and Agri-Food Canada/Agriculture et Agroalimentaire Canada
Professional Services Contracting Unit,
1285 Baseline Road, T3-5, Room T3-5-352
Ottawa, ON K1A 0C5
Telephone/Téléphone: 613-773-0933

5.2 The Contracting Authority (or authorized representative) is responsible for the management of the Contract. Any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor is not to perform Work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned officer.

6.0 PROJECT AUTHORITY

6.1 The Project Authority for the Contract is:

The contact information for the Project Authority will be provided at time of contract award.

6.2 The Project Authority, or authorized representative, is responsible for:

1. All matters concerning the technical content of the Work under the Contract;
2. Defining any proposed changes to the scope of the Work, but any resulting change can only be confirmed by a Contract amendment issued by the Contracting Authority;
3. Inspection and acceptance of all Work performed as detailed in the Statement of Work and;
4. Review and approve all invoices submitted.

7.0 CONTRACTOR REPRESENTATIVE

7.1 The Contractor Representative for the Contract is:

The contact information for the Contractor Representative will be provided at time of contract award.

7.2 The duties and responsibilities of the Contractor Representative shall include the following:

1. Responsible for the overall management of the Contract;
2. Ensure that the Contract is administered in accordance with the terms and conditions of the Contract;
3. Act as a single point of contact to resolve any contractual disputes that may arise. The Contract Representative must have direct access to the level of

management within the Contractor's organization vested with the decision-making authority for contractual matters;

4. Shall be established as the only recognized individual from the Contractor's organization to speak on behalf of the Contractor for purposes of Contract management;
5. Monitor all resources that are providing services/deliverables in accordance with the Contract;
6. Liaise with the Project Authority on all matters concerning technical aspects of the Work and performance of its resources; and
7. Manage the transition of any potential resource(s) turnover during the period of the Work.

8.0 PRIORITY OF DOCUMENTS

8.1 The documents specified below form part of and are incorporated into the Contract. If there is a discrepancy between the wordings of any documents which appear on the list, the wording of the document which first appears on the list shall prevail over the wording of any document which subsequently appears on the list:

1. These Terms and Conditions;
2. The Statement of Work, Appendix B hereof;
3. The General Conditions, Appendix A hereof;
4. Basis of Payment, Appendix C hereof;
5. Certification Requirements, Appendix E
6. Request for Proposal number 01B68-14-0142
7. Contractor's Proposal dated *(to be inserted at contract award)*.

9.0 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY

In this section of the RFP,

9.1 "Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists, but does not include computer programs and related software documentation.

9.2 Agriculture and Agri-Food Canada has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada, on the following grounds:

Pursuant to 6.5 of the Treasury Board Policy on Title to Intellectual Property Arising under Crown Procurement Contracts, Canada has opted to own the intellectual property rights in any Material subject to copyright that is created or developed as part of the Work, with the exception of computer software or any documentation pertaining to such software.

10.0 REPLACEMENT OF PERSONNEL

10.1. The Contractor will provide the services of the personnel named in the Contractor's Proposal to perform the Work, unless the Contractor is unable to do so for reasons which are beyond its control.

- 10.2 Should the Contractor at any time be unable to provide their services, the Contractor will contact the Project Authority immediately. In such case, the Contractor is responsible to provide replacement Contractor or personnel who shall be of similar skills and experience as stated in **the Appendix D, Evaluation Procedures and Criteria.**
- 10.3 The Contractor shall propose replacement personnel for the Project Authorities review within 5 working days (resume and references). The Contractor shall submit, in writing, to the Project Authority the reasons for the removal of personnel from the Work; the name of the proposed replacement person(s); and the qualifications and experience of the proposed replacement person(s). The Project Authority reserves the right to interview any personnel proposed to be assigned to the Work.
- 10.4 Personnel assigned pursuant to the requirements will be capable of performing the Work at a reasonable level of competence. Should any assigned personnel be deemed unsuitable by the Project Authority the Contractor shall provide an immediate replacement of suitable ability that is acceptable to the Project Authority.
- 10.5 The Contractor shall supply competent back-up personnel so that in the event of unforeseen sickness, accident, or any cause which renders a specific individual unavailable, such individuals can be replaced within five (5) working days by a person of like abilities and qualifications.
- 10.6 The resources assigned for the Contract will be measured regularly for quality of services rendered. The measurement will be based on the quality and timeliness of the deliverables specified in the Statement of Work. In the event that quality and deliverables are not produced as and when requested, in any given month, the Crown has the right to request that the Contractor replace the assigned resources immediately, in accordance with Contract clauses included in or referenced in the RFP 01B68-14-0142
- 10.7 In no event shall the Contractor allow performance of the Work by unauthorized and/or unqualified personnel, whether initially named resources or replacement personnel. In addition, acceptance of any replacements by the Project Authority shall not relieve the Contractor from responsibility for failure to meet the requirements of the Contract.

11.0 ACCESS TO GOVERNMENT FACILITIES/EQUIPMENT

- 11.1 Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
- (a) AAFC's premises;
 - (b) Documentation;
 - (c) Personnel for consultation;

- 11.2 Subject to the approval of the Project Authority, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the client's convenience.
- 11.3 There will be, however, no day-to-day supervision of the Contractor's activities or control of hours of work by the Project Authority.

12.0 DAMAGE TO OR LOSS OF CROWN PROPERTY

- 12.1 The Contractor shall reimburse Canada any cost or expenses due to the damage to or loss of Crown-owned property resulting from the Contract or the carrying out thereof, or shall, upon reasonable notice, promptly repair such damage or substitute such loss to Canada's satisfaction.

13.0 BASIS OF PAYMENT

- 13.1 For the services provided, Agriculture and Agri-Food Canada will pay the Contractor in accordance with the Basis of Payment below, and the attached Appendix C (Basis of Payment) for Work performed pursuant to the Contract.

13.2 Firm Lot Price:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ *(insert amount at contract award)*. Customs duties are included and the Applicable Taxes are extra

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

14.0 METHOD OF PAYMENT

14.1 Payment will be made in accordance with the following payment schedule for the 2015 survey, following the submission of all invoicing documentation as specified in Article 15.0, in accordance with the terms herein this agreement and acceptance by the Departmental Representative.

Milestone No.	Description or "Deliverable"	Firm Amount <i>(to be inserted at contract award)</i>
1	<p><u>Work Plan & Design Work:</u> Thirty percent (30%) of contract amount after submission and AAFC's approval of work plan, initial consultation with project authority and completion of all design work (including the final questionnaires);</p>	

2	<p><u>Completion of Fieldwork:</u> Forty-five percent (45%) of contract amount after completion of fieldwork required for the client impact assessment survey;</p>	
3	<p><u>Final Report and Presentation:</u> Twenty-five percent (25%) of contract amount upon completion, submission and acceptance of the final report.</p>	

14.2 Payment will be made **in accordance with the following payment schedule for the 2017 survey (if the option is exercised)**, following the submission of all invoicing documentation as specified in Article 15.0, in accordance with the terms herein this agreement and acceptance by the Departmental Representative.

Milestone No.	Description or "Deliverable"	Firm Amount (to be inserted at contract award)
1	<p><u>Work Plan & Design Work:</u> Ten percent (10%) of contract amount after submission and AAFC's approval of work plan,);</p>	
2	<p><u>Completion of Fieldwork:</u> Sixty-five percent (65%) of contract amount after completion of fieldwork required for the client impact assessment survey;</p>	
6	<p><u>Final Report and Presentation:</u> Twenty-five percent (25%) of contract amount upon completion, submission and acceptance of the final report.</p>	

15.0 INVOICING INSTRUCTIONS

15.1 Payment will only be made pursuant to the general conditions specified in the Appendix A and upon submission of a satisfactory invoice duly supported by specified release documents and other documents called for under the Contract.

- 15.2 This section is intentionally left blank.
- 15.3 One (1) original of the invoice together with attachments, shall be forwarded to the Project Authority at the address noted in Article 6.0 hereof.

16.0 MANDATORY CERTIFICATIONS

- 16.1 Compliance with the certifications the Contractor has provided Canada is a condition of the Contract and subject to verification by Canada during the entire period of the Contract. In the event that the Contractor does not comply with any certification or that it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, the Minister shall have the right, pursuant to the default provisions of the Contract, to terminate the Contract for default.

17.0 NON-PERMANENT RESIDENT *(the non-applicable clause will be deleted at contract award)*

17.1 (CANADIAN CONTRACTOR)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

17.1 (FOREIGN CONTRACTOR)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

18.0 INSURANCE REQUIREMENTS

- 18.1 The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

APPENDIX "A"

See attached.

APPENDIX “B” STATEMENT OF WORK

Title: 2015 *Growing Forward 2* Cost-Shared Program Client Impact Survey

1.0 BACKGROUND

Agriculture and Agri-Food Canada (AAFC) requires the services of a research firm to conduct a Client Impact Survey of *Growing Forward 2* (GF2) Federal-Provincial-Territorial (FPT) Cost-Shared programming. The survey will be divided into two phases: phase 1, to commence in 2015, will establish baseline information to measure future performance; phase 2, to commence in 2017 to measure impacts and changes relative to the baseline .

GF2 is a five-year (2013-2018) national policy framework endorsed by federal, provincial and territorial (FPT) governments and is the foundation for government agricultural programs and services. GF2 focuses on innovation, competitiveness and market development to ensure Canadian producers and other agribusinesses have the tools and resources they need to continue to innovate and capitalize on emerging market opportunities.

GF2 is jointly administered through a multilateral FPT agreement that sets out principles, common goals, delivery mechanisms and policy directions.

Programs are grouped into two broad categories: Business Risk Management (BRM) and Strategic Initiatives. Under the Strategic Initiatives category, there are two types of programming: cost-shared programs and Federal-only programs.

The suite of BRM programs helps farmers in managing risk due to severe market volatility and disaster situations. Governments also help the industry in its efforts to research, develop and implement new agricultural risk management tools. The suite of BRM programs is outside the scope of this Client Impact Survey.

Federal-only programs are designed, funded and delivered solely by the federal government. Currently, Agriculture and Agri-Food Canada administers three broad federal-only programs under GF 2 aimed at generating market-based economic growth in the agricultural sector: AgriInnovation, AgriCompetitiveness and AgriMarketing. The suite of Federal-Only programs is outside the scope of this Client Impact Survey.

FPT cost-shared programs are funded on a 60:40 cost-shared basis by federal and Provincial/Territorial (PT) governments, but are designed and delivered by PT Governments which provide latitude to PTs to determine the line-up of programming that best suit their specific regional needs while meeting national policy objectives. The Client Impact Survey will solely focus on these FPT cost-shared programs.

A FPT Performance Measurement Strategy (PMS) was developed by FPT government for these GF2 cost-shared programming. The purpose of the FPT PMS is to:

- Provide a framework that describes the expected results of cost-shared programming;
- Provide a roadmap on how to measure the results of the different PT activities and programs at a national level;
- Enable AAFC to measure the expected results and report on results to the public and decision makers; and

- Support the evaluation of the programming.

The intent of cost-shared programs is to achieve a profitable, sustainable, competitive and innovative agriculture, agri-food and agri-products industry that is market-responsive, and that anticipates and adapts to changing circumstances and is a major contributor to the well-being of Canadians.

To help meet this objective, three priority areas have been identified for the GF2 framework:

- Innovation
- Competitiveness and Market Development
- Adaptability and Industry Capacity.

The objective of the Innovation priority area is to enhance or enable innovation from discovery to commercialization and adoption in order to increase productivity, reduce costs, advance sustainability and lead to the development and commercialization of new products, processes and practices that will make the sector more competitive.

The objective of the Competitiveness and Market Development priority area is to help the sector compete in domestic and international markets and respond to society’s demands and contribute to the wellbeing of Canadians.

The objective of the Adaptability and Industry Capacity priority area is to help agri-businesses increase their market-based profitability and to effectively anticipate and manage challenges and risks.

These three priority areas can be broken down into six areas of interventions which provide a good sense of the types of programming that are typically included in each priority areas. These areas of intervention also align with previous programming categorizations that were used under the previous FPT policy frameworks, Agricultural Policy Framework (APF) and Growing Forward (GF).

		GF2 Priority Areas		
		Innovation	Competitiveness and Market Development	Adaptability and Industry Capacity
Areas of Intervention	Research	✓		
	Environment	✓		
	Market and Trade		✓	
	Assurance Systems		✓	
	Business Development			✓
	Infrastructure			✓

Refer to Attachment 1 for a list of provincial and territorial programs that are relevant to this client impact survey.

2.0 OBJECTIVES

The purpose of the 2015 GF2 Cost-Shared Program Client Impact Survey is to measure the impacts of GF2 Cost-Shared programs on participants, their businesses and economic situation as well as the impact on the Canadian agriculture and agri-food sector.

The design and delivery methods for the programs vary by PT and range from workshops and extension services to financial support for implementation of plans; however, the primary focus of the 2015 GF2 Cost-Shared Program Client Impact Survey will be on participants that have received financial support to undertake a GF2 eligible activity in the priority areas and areas of intervention.

The data gathered through the 2015 GF2 Cost-Shared Program Client Impact Survey is required for program monitoring and evaluation; more specifically for measuring the impact of the programs. The objective is to measure the extent to which the programs have met the outcomes and indicators specified in the GF2 FPT Performance Measurement Strategy (PMS) for Cost-Shared programming, and to establish target performance measures going forward. The PMS identifies immediate, intermediate and end outcomes and indicators. Program participation data will be used to measure the immediate and intermediate outcomes and indicators. The 2015 GF2 Cost-Shared Program Client Impact Survey will be used to measure some of the outcomes and indicators as follows:

Immediate Outcome	Immediate Indicator
The sector/industry is increasing awareness, knowledge and skills of potential market-based opportunities and challenges, and actions that needs to be taken	Percentage of clients indicating an increase in awareness of new and emerging trends in global markets as a result of GF2 training and/or awareness activities
The market is aware of Canadian agri-related products	Percentage of clients who indicate that key buyers are aware of their products as a result of GF2 training and/or awareness activities
	Percentage of clients who indicate that their list of clients has increased under GF2
The sector has products ready to meet market demands	Percentage of clients who adjusted their product packaging, labelling, or branding to meet market demand
Agribusinesses are incorporating assurance systems practices and risks into the planning process	Percentage of clients who indicate they are planning to implement a new assurance practice in the next year
The sector/industry is increasing awareness, knowledge and skills around the assurance systems	Percentage of clients who indicate that assurance systems are important to their business through knowledge obtained through GF2 funded training and awareness activities
The sector/industry is increasing awareness and	Percentage of participants who indicate that

knowledge of good environmental practices and risks	they have increased knowledge/awareness of environmental risks and BMPs as a result of GF2 training and/or awareness activities
The sector is incorporating environmental practices and risks into the planning process	Percentage of producers who have established timelines to introduce/implement BMPs
	Percentage of producers/businesses who have introduced/incorporated environmental planning in their business strategies
The sector/industry is increasing knowledge on agri-related products, practices and technology	Percentage of participants who indicate that they have increased knowledge/awareness as a result of a GF2 intervention
The sector/industry is increasing awareness, knowledge and skills around business management and leadership	Percentage of participants who indicate that they have increased knowledge/awareness activity funded under GF2
Intermediate Outcome	Intermediate Indicator
The sector/industry is acting on opportunities (e.g., changing market attributes, managing production costs, developing markets)	Percentage of clients who indicate that their participation in GF2 programs allowed them to capture new markets
The sector is increasing capacity to mitigate and minimize risks, and to respond to emergencies	Percentage of producers who believe that assurance systems helps to respond to emergencies
The sector/industry is adopting and commercializing agri-related technologies, processes, practices, services	Percentage of clients who adopted a new technology, practice, process, product within 2 years of the survey
The sector/industry is increasing its adoption of business management and strategic risk management practices and tools	Percentage of clients that were able to adapt to change because of their participation in business management opportunities
Final Outcome	Final Indicator
The sector/industry is increasing its productivity	Percentage of clients who indicate they experienced an increase in productivity within 3 years of the survey

Furthermore, the data collected through this survey will also support the evaluation work which is led by AAFC-Office of Audit and Evaluation. The survey will also provide baseline data to establish targets on the impacts of GF2 cost-shared programs. A follow-up survey is expected to be undertaken in 2017 to measure progress towards meeting these targets. AAFC will have the option of offering the successful bidder the possibility of undertaking the follow-up survey.

A sample questionnaire has been developed and provided as Attachment 2, for reference only, to indicate the nature of the desired questions and program impacts. AAFC will seek assistance from the contractor to develop final questionnaires tailored to the targeted respondent groups and that will effectively address the objectives of the survey.

3.0 SCOPE OF WORK

AAFC will select one (1) firm to supply the required services to design, conduct the survey, and perform a preliminary analysis of the results to help assess the impact of GF2 cost-shared non BRM programming for phases 1 and 2. Proceeding with phase 2 will be contingent on AAFC's satisfaction with the successful bidder's work and performance on the phase 1 2015 GF2 Cost-Shared Program Client Impact Survey.

Phase 1:

The scope of work includes the work plan, the questionnaire development and design, the required fieldwork, the final report for the 2015 GF2 Cost-Shared Program Client Impact Survey and a presentation of the main results. The contractor will be responsible for the following requirements referenced below in this section in completing the 2015 GF2 Cost-Shared Program Client Impact Survey:

3.1 Target Population

The target population for this Client Impact Survey is the GF2 Cost-Shared program participants in 2013-14, specifically agricultural producers and processors. Relevant questions should be included in the survey to establish proper program references in case respondents have participated in other programs such as federal-only programs.

3.2 Data Collection Method

It is recommended that the interviews be conducted during the March – June 2015 period in order to:

- Contact producers at a time convenient to them (i.e. avoid times of the year where heavy production work is underway); and
- Meet deadlines for AAFC federal Treasury Board reporting requirements.

In its proposal, the contractor should outline its proposed approach for reaching the optimal response rate. This should include a detailed description of an appropriate representation for regional and program responses, the method of contact (i.e., email, telephone, online), the expected rate of response for each method, and the cumulative response rate. The contractor should provide evidence of previous work that indicates sample size and response rate achieved using the proposed methods.

An interview should take no longer than 15 minutes to complete.

3.3 Sample Size Assumptions

There will be some uncertainty about the exact numbers of GF2 Cost-Shared program participants in each PT available for response. The following is an estimate only of the number of participants by region:

3.3.1 **Fieldwork**

The fieldwork will implicate all provinces and one territory. The numbers of participants greatly vary by Province. The highest number of participants is from provinces such as Alberta, Ontario and Quebec with thousands and there are much smaller numbers in provinces such as British Columbia. The total sample size is estimated to exceed 14, 000.

3.4 **Tasks**

The contractor will be required to complete the following tasks, all subject to the approval of the Project Authority:

3.4.1 **Work Plan**

3.4.1.1 Meet with the Project Authority in person or via teleconference call, to review and finalize the proposed work plan, schedule and research methodology details; sample design, discuss the issues to be addressed in the study; and obtain a copy of any relevant documentation and previous research.

3.4.2 **Design Work**

3.4.2.2 Develop and finalize two Client Survey questionnaires: one designed for producers and one for processors. The proposal should describe the questionnaire methodology and approach that will be utilized to ensure that a clear, concise and effective survey is designed for each client group.

3.4.3 **Field Work**

3.4.3.1 Inform participants of their rights under the Privacy and Access to Information Acts and ensure that those rights are protected throughout the research process.

This includes:

- informing participants of the purpose of the research;
- identifying both the sponsoring department or agency and research supplier; informing participants that their participation in the study is voluntary; and
- The information provided will be administered according to the requirements of the Privacy Act.

3.4.3.2 Conduct the survey field work in English and French as required communicating with respondents (**to be completed no later than June 30th, 2015**).

3.4.4 **Final Report**

3.4.4.1 Analyse results and prepare a draft report by two months after close of field work, and submit the final report incorporating comments from the Project Authority by one month after final review and approval by the Project Authority. Please note that there potentially may be more than one draft in order for the reports to be finalized.

3.4.4.2 Submit the required electronic and printed version of the report as outlined below, with appropriate appendices.

3.4.5 **Presentation of Results**

3.4.5.1 Prepare and deliver a presentation that highlights the main results and implications.

4.0 **CLIENT SUPPORT**

AAFC will provide the successful contractor with a draft questionnaire and a list of GF2 FPT Cost-Shared program clients (names, telephone numbers and other demographics information as available), as well as advice on the nature of the impacts being assessed.

4.1 **Project Team**

The contractor should describe in its proposal the number, roles, responsibilities and expertise that will comprise the project team to complete each task.

5.0 **TIMING AND DELIVERABLES**

The contractor will be required to meet the following in completing and submitting the project deliverables to the satisfaction of the Project Authority.

The tentative schedule for the completion of tasks is the following:

5.1 **Work Plan and Design Work**

5.1.1 An approved **project schedule**.

5.1.2 **Research methodology** (prior to conducting research).

5.1.3 **Draft questionnaires**, screener and moderator/interview guide. AAFC will provide input into the development of these drafts, as well as the final draft of the questionnaires from the project.

5.1.4 **Final questionnaires**, screener and moderator/interview guide

5.1.5 **Pre-test results of the questionnaires** consisting of:

- Producer questionnaire: 5 completed English interviews and 5 completed French interviews, including additional probing questions regarding clarity and relevance;
- Processor questionnaire: 5 completed English interviews and 5 completed French interviews, including additional probing questions regarding clarity and relevance.

(To be completed by mid- March 2015).

5.2 Fieldwork

- 5.2.1 Conduct all associated recruiting and fieldwork
(**To be completed no later than June 30th, 2015**);
- 5.2.2 Frequencies consisting of all interviews within 48 hours of the completion of data collection.

5.3 Final Report

- 5.3.1 **Draft versions of the final report to be completed and submitted.** The reports should be identified by the contract number. The date of submission of the final report should be provided on the covering page in the month/year format.
(The draft version of the final report should be completed and submitted to the Project Authority no later than 3 months after the field work is completed for approval.)

The following requirements for reporting apply:

- The report, including the executive summary and all relevant appendices should be provided in two different formats, MSWord **and** Adobe (pdf).
 - The executive summary should also be provided in **a separate** PDF file.
 - The contract number should appear on the cover/title pages of the report, preferably in the upper right-hand corner.
 - The executive summary should include the appropriate departmental contact information.
 - A neutral heading ("Summary") should be on the executive summary with the contract number clearly indicated in the top right corner and the department name and contractor appearing prominently (either beneath the registration number or below the heading).
- 5.3.2 **Final Report (To be completed and submitted to the Project Authority no later than mid October 2015).** As a guideline, the **final report** will include the following:
 - An executive summary of key results and conclusions;
 - Detailed description of background, including purpose, how the research will be used, objectives and research questions;
 - A brief discussion of potential bias/error, both sampling and non-sampling, as evidence that ensuring adequate population coverage was considered in the design;
 - A description of the pre-test, including number and nature;
 - The estimating and imputation procedures, if applicable, as well as a brief summary of other quality controls and procedures used;
 - Detailed findings with an analysis of results;
 - Results based on subgroups and the number of cases used in subgroup analysis;
 - Conclusions and recommendations; and

- **Appendices containing:**
 - study materials, including the questionnaire, recruitment screener(s), moderator’s guide(s), descriptions or representations of any visual or auditory aids, and other relevant data collection documents, in all languages in which the research was conducted
 - a version of the questionnaire displaying any instructions (e.g., skip, terminate, etc.) needed to understand the logic and flow of the questionnaire
 - a full set of clearly understandable frequencies
 - a print set of tabulated data and a copy of the final data set in machine-readable format
 - a detailed description of the methodology including: recruitment technique and outcome, achieved sample size against projected sample size and reasons, if relevant, for not obtaining the projected sample; the sampling source and sampling method, including the procedures for selecting respondents; dates of research fieldwork; average survey duration and the range; any accessibility provisions for respondents using adaptive technologies; the confidence interval and margin of error; the call dispositions; and the response rate and method of calculation.
- **The narrative executive summary will include, at a minimum:**
 - a statement of the research purpose and objectives;
 - a summary of key findings;
 - a brief description of the methodology used and the specifications;
 - a statement as to the degree of extrapolation of the findings to a broader audience;
 - an outline of how the research results were/will be used, if possible; and
 - The total expenditures for the project (actual expenditures including applicable taxes).
- The micro data will also be submitted to the Project Authority as a SPSS file.

5.3.2 **Presentation of results.** The contractor may be requested to present highlights of results by videoconference.

6.0 GF2 Client Impact Survey Phase 2 (optional):

6.1 Scope of Work:

A follow-up survey is necessary in 2017 to measure progress against targets established in the 2015 survey. The scope of work for the 2017 survey will be reduced in that the 2017 survey will build on the workplan and design work developed under the 2015 survey. Fieldwork for the 2017 survey will include the same target population (same clients) as under the 2015 survey. A final report will be included. More details to be confirmed if AAFC exercises option for Part 2.

APPENDIX “C”

BASIS OF PAYMENT

1.0 General

Payment shall be in accordance with **article 14.0 of Part 3, Method of Payment**.

All deliverables FOB destination, Canadian custom duties and excise tax (if applicable).
If applicable, Applicable Taxes for the labour will be shown separately.

Firm all inclusive price for 2015 Survey: [\(insert amount at contract award\)](#)

Firm all inclusive price for 2017 Survey (optional): [\(insert amount at contract award\)](#)

Travel and Living Expenses

No travel will be reimbursed under this contract

APPENDIX D

EVALUATION PROCEDURES & CRITERIA

TECHNICAL PROPOSAL

It is essential that the elements contained in the Proposal be stated in a clear manner and in sufficient depth to allow for evaluation by the evaluation team.

1.0 METHOD OF SELECTION – HIGHEST COMBINED SCORE OF TECHNICAL MERIT AND PRICE

- 1.1 The evaluation process is designed to identify the most qualified contractor to provide services as stipulated in the Statement of Work (Appendix B).
- 1.2 This section comprises the detailed Proposal requirements that will be used to evaluate Bidders' responses to the RFP.
- 1.3 The mandatory requirements under section 2.0 will be evaluated on a compliant/non-compliant basis. The Proposals must include the necessary documentation to demonstrate this compliance.
- 1.4 The selection of the responsive Proposal will be made on the basis of the **HIGHEST COMBINED SCORE** for both the technical and financial proposals. The combined scores will be determined by adding the technical and financial points obtained.

The Bidders' Technical and Financial proposals will be scored separately. An Overall Proposal Score will be determined by combining a Bidder's Technical Proposal Score and Financial Proposal Score in accordance with the following weights:

Technical Proposal = 70%
Financial Proposal = 30%
Overall Proposal = 100%

Formula:

$$\frac{\text{Technical Score} \times \text{Ratio (70)}}{\text{Max Points}} + \frac{\text{Lowest Price} \times \text{Ratio (30)}}{\text{Bidder's Price}} = \text{Overall Score}$$

Example:

<i>Highest Combined Rating Technical Merit (70%) and Price (30%)</i>			
<i>Calculation</i>	<i>Technical Points</i>	<i>Price Points</i>	<i>Total Points</i>
Proposal 1 - Tech = 88/100 - Price = \$60,000	$\frac{88 \times 70}{100} = 61.6$	$\frac{*50 \times 30}{60} = 25$	= 86.6

Proposal 2 - Tech = 86/100 - Price = \$55,000	$\frac{86 \times 70}{100} = 60.2$	$\frac{*50 \times 30}{55} = 27.27$	= 87.47
Proposal 3 - Tech = 76/100 - Price = \$50,000	$\frac{76 \times 70}{100} = 53.2$	$\frac{*50 \times 30}{50} = 30$	= 83.2
* Represents the lowest priced proposal Bidder 2 is successful with the highest combined rating of 87.47			

1.5 **To be considered Responsive, a Proposal Must:**

- 1- Meet all the mandatory requirements specified in section 2.0 below;
- 2- Achieve the minimum number of points identified in rated criteria.

1.6 The price of the Proposal will be evaluated in CANADIAN DOLLARS, Applicable Taxes excluded, FOB destination for goods/services, Customs Duties and Excise Taxes included.

1.7 Failure of a Proposal to provide information in sufficient detail and depth to permit evaluation against the identified criteria may render a Proposal non-responsive. **All Bidders are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not be considered to be “demonstrated” for the purpose of the evaluation. All professional experience must be fully demonstrated in the Proposal (i.e., dates, number of years and months of experience).**

1.8 The Bidders acknowledge and agree that Canada is not responsible to search for, and therefore evaluate, information that is not properly referenced or is not otherwise provided in accordance with the Proposal Preparation Instructions in Part 2, Article 3.0.

1.9 Bidders shall not place any conditions or make any assumptions that attempt to limit or otherwise modify the scope of Work pursuant to the Statement of Work (Appendix B).

1.10 In the event two or more responsive proposals receive the same combined score, the proposal with the highest technical score will be ranked higher.

2.0 MANDATORY REQUIREMENTS

Failure to comply with any of the mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration.

The Bidder is requested to use the tables provided to identify where the information can be found in the proposal (i.e.: Identify the page / project number, etc.)

Refer to Attachment #1 to Appendix D for the Mandatory Criteria.

3.0 POINT RATED REQUIREMENTS

The Bidder should address the rated requirements in the order in which they are listed and in sufficient detail so that an in-depth evaluation is possible. These criteria will be used by Agriculture and Agri-Food Canada to evaluate each Proposal. The assessment by AAFC will be based solely on the information contained in the Proposal. An item not addressed will be given zero (0) points under the point rated system. AAFC may, but is not obligated to, ask the Bidder for clarifications.

The Bidder is requested to use the tables provided to identify where the information can be found in the proposal (i.e.: Identify the page / project number, etc.)

Refer to Attachment #1 to Appendix D for the Point Rated Criteria and corresponding tables.

4.0 FINANCIAL PROPOSAL

- 4.1 In the Financial Proposal, the Bidder shall provide a firm, all inclusive price to provide the services requested in accordance with the Statement of Work **Appendix B for each survey (2015 and 2017)**

The firm all inclusive cost of the resulting contract for the 2015 survey must not exceed \$265,000 CAD excluding Applicable Taxes.

The firm all inclusive cost of the option period for the 2017 survey must not exceed \$200,000 CAD excluding Applicable Taxes.

Any bids exceeding these values will be deemed non-compliant and given no further consideration.

- 4.2 The Bidder shall provide a cost breakdown for each survey (2015 and 2017) which should include the following cost elements as applicable:

a) Professional fees

The Bidder is to identify clearly the professional fee and cost per day for all the proposed personnel including back-up and sub-contractors by multiplying an hourly and/or daily rate by the amount of time proposed to perform the work (including the names of the individuals to whom they apply). Note, the professional fee is to include: overhead, profit, fringe benefit, administration, secretarial services.

b) Disbursements

The Bidder is to list their direct out-of-pocket expenses, including sub-contracting, materials, which are not reflected in the Professional fee. A list of acceptable direct out-of-pocket expenses is as follows: i.e. facility rental, computer time, equipment rentals, facsimile, long distance telephone, printing and copying, office supplies, courier, etc. listed in detail, giving best estimate of cost. Allowance for profit or overhead should not be added in the cost.

c) Taxes

All taxes must be included, where applicable, and shown separately in the proposal. Note that any applicable taxes will not be included in the evaluation process.

5.0 DETERMINATION OF SUCCESSFUL BIDDER

The Bidders will be ranked according to the combined financial and technical score. The Bidder with the highest combined score will be awarded the contract.

APPENDIX E

CERTIFICATION REQUIREMENTS

The following certification requirements apply to this Request for Proposal (RFP) document. Bidders should include, with their proposal, a signed copy of this certification below.

A) LEGAL ENTITY AND CORPORATE NAME

Please certify that the Bidder is a legal entity that can be bound by the contract and sued in court and indicate **i)** whether the Bidder is a corporation, partnership or sole proprietorship, **ii)** the laws under which the Bidder was registered or formed, **iii)** together with the registered or corporate name. Also identify **iv)** the country where the controlling interest/ownership (name if applicable) of the Bidder is located.

i) _____
ii) _____
iii) _____
iv) _____

Any resulting Contract may be executed under the following **i)** corporate full legal name and **ii)** at the following place of business (complete address) **iii)** telephone and fax number and email:

i) _____
ii) _____
iii) _____

Name

Signature

Date

B) EDUCATION/EXPERIENCE CERTIFICATION

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject Work are accurate and factual, and we are aware that the Minister reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared **non-responsive** or in other action which the Minister may consider appropriate.

Name

Signature

Date

C) PRICE/RATE CERTIFICATION

"We hereby certify that the price quoted have been computed in accordance with generally accepted accounting principles applicable to all like services rendered and sold by us, that such prices are not in excess of the lowest prices charged anyone else, including our most favoured customer for like quality and quantity so the services, does not include an element of profit on the sale in excess of that normally obtained by us on the sale of services of like quality and quantity, and does not include any provision for discounts or commissions to selling agents".

Name

Signature

Date

D) VALIDITY OF PROPOSAL

It is requested that proposals submitted in response to this Request for Proposal be:

- valid in all aspects, including price, for not less than one hundred and twenty (120) days from the closing date of this RFP; and,
- signed by an authorized representative of the Bidder in the space provided on the RFP; and,
- provide the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.

Name

Signature

Date

E) AVAILABILITY AND STATUS OF PERSONNEL

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this RFP, the employees proposed in its proposal will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein.

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

During the proposal evaluation, the Bidder MUST, upon the request of the Contracting Authority, provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal from further consideration.

F) EXTERNAL HOSTING AND PROGRAM ACCESIBILITY

We certify that the products and or services to be provided will be hosted on an external server to AAFC and will be accessible to Agriculture and Agri-Food Canada employees by any AAFC PC according to the requirements of RFP # 01B68-14-0142 and resulting contract.

Name

Signature

Date

G) FORMER PUBLIC SERVANT – STATUS AND DISLCOSURE

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 report.

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.

Name

Signature

Date

H) JOINT VENTURES

1.0 In the event of a proposal submitted by a contractual joint venture, the proposal shall be signed by either all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. The following will be completed if applicable:

1. The Bidder represents that the bidding entity is/is not (delete as applicable) a joint venture in accordance with the definition in paragraph 3.

2. A Bidder that is a joint venture represents the following additional information:

(a) Type of joint venture (mark applicable choice):

- Incorporated joint venture
- Limited partnership joint venture
- Partnership joint venture
- Contractual joint venture
- Other

(b) Composition (names and addresses of all members of the joint venture)

3. Definition of joint venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. Joint ventures may be carried on in a variety of legal forms divided into three categories:

- (a) The incorporated joint venture;
- (b) The partnership venture;
- (c) The contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.

4. The joint venture team arrangement is to be distinguished from other types of Contractor arrangements, such as:

- (a) Prime Contractor, in which, for example, the purchasing agency contracts directly with a Contractor (prime) who acts as the system assembler and integrator, with major components, assemblies and subsystems normally subcontracted;
- (b) Associated Contractor, in which for example, the purchasing agency contracts directly with each of the major component suppliers and

performs the integration tasks or awards a separate contract for this purpose.

- 5. If the Contract is awarded to an unincorporated joint venture, all members of the joint venture shall be jointly and severally responsible for the performance of the Contract.

Name

Signature

Date

D) FEDERAL CONTRACTORS PROGRAM

Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Name

Signature

Date