

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Data Management and QC	
Solicitation No. - N° de l'invitation KM060-141019/A	Date 2015-01-15
Client Reference No. - N° de référence du client KM060-14-1019	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-016-6761	
File No. - N° de dossier TOR-4-37135 (016)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-25	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Yari, Helen	Buyer Id - Id de l'acheteur tor016
Telephone No. - N° de téléphone (905) 615-2081 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF THE ENVIRONMENT 4905 DUFFERIN ST DOWNSVIEW Ontario M3H5T4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

KM060-141019/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor016

Client Ref. No. - N° de réf. du client

KM060-14-1019

File No. - N° du dossier

TOR-4-37135

CCC No./N° CCC - FMS No/ N° VME

SEE ATTACHED

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TITLE: CAPMoN DATA MANAGEMENT AND QUALITY CONTROL

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Task Authorization Form 572 Insurance Requirement, and any other annexes.

1.2 Summary

- (a) The Air Quality Research Division of Environment Canada carries out routine measurements of chemicals in the atmosphere across Canada. These measurements are made by the Canadian Air and Precipitation Monitoring Network (CAPMoN). Environment Canada requires a contractor to carry out data quality control and data management for CAPMoN in accordance with Annex A, Statement of Work.
- (b) The period of the contract is from date of contract award to 31 March 2016 with the option to extend the period of contract for an additional 3 – 1 year period each.
- (c) This solicitation will result in 1 winning bid and award of 1 contract.
- (d) As per the Integrity Provisions under section 01 of Standard Instructions 2003, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.
- (e) For services requirements, Bidders must provide the required information detailed in article 2.3 of Part 2 of the bid solicitation, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

- (f) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and Agreement on Internal Trade (AIT), Canada-Chile Free Trade Agreement (CCFTA) and Canada-Peru Free Trade Agreement (CPFTA).

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The *2003* (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of *2003*, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Former Public Servants (if applicable)

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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below.

(a) For the purposes of this clause,

- (i) "Former public servant" means a 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 and includes:

-
1. an individual;
 2. an individual who has incorporated;
 3. a partnership made up of former public servants; or,
 4. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
- (ii) "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 Public Service.
- (iii) "Pension" means a pension payable pursuant to the Public Service Superannuation Act, R.S., 1985, c. P-36, as indexed pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24.
- (c) If any of the Bidder's proposed resource(s) is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:
- (i) name of former public servant; and
 - (ii) date of termination of employment or retirement from the Public Service.
- (d) If any of the Bidder's proposed resource(s) is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:
- (i) name of former public servant;
 - (ii) conditions of the lump sum payment incentive;
 - (iii) date of termination of employment;
 - (iv) amount of lump sum payment;
 - (v) rate of pay on which lump sum payment is based;
 - (vi) period of lump sum payment including start date, end date and number of weeks; and
 - (vii) number and amount (professional fees) of other contracts subject to the restrictions
 - (viii) of a work force reduction program.
- (e) For all contracts awarded during the lump sum payment period, the total amount of fee 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.
- (f) By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

6. Basis for Canada's Ownership of Intellectual Property

The Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (3 hard copies and 2 soft copies on USB)

Section II: Financial Bid (2 hard copies and 1 soft copies on USB)

Section III: Certifications (2 hard copies)

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

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability as applicable and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with Annex B, Basis of Payment and Attachment 4.2: Bidder's Pricing Table for Price Evaluation. The total amount of Applicable Taxes must be shown separately.

1.2 Exchange Rate Fluctuation

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation

SECTION III: CERTIFICATIONS

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. EVALUATION PROCEDURES

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria
- (b) An evaluation team composed of representatives of Canada will evaluate the bids

1.1 TECHNICAL EVALUATION

1.1.1 Mandatory Technical Criteria

See Attachment 4.1: Technical Evaluation – Mandatory and Point Rated Requirements.

1.1.2 Point-Rated Technical Criteria

See Attachment 4.1: Technical Evaluation – Mandatory and Point Rated Requirements.

1.2 FINANCIAL EVALUATION

1.2.1 Mandatory Financial Criteria

- i) The Bidder must complete and submit with its bid, Annex B - Basis of Payment and Attachment 4.2: Bidder's Pricing Table for Price Evaluation.
- ii) Pricing must be provided for the period of the contract plus all option periods.
- iii) Pricing must be provided for all Firm and Task Authorized Requirements.

1.2.2 Evaluation of Price – Bid

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The price used in the evaluation is Total Aggregate Evaluated Price on Attachment 4.2: Bidder's Pricing Table for Price Evaluation.

2. BASIS OF SELECTION - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation; and
 - b) meet all mandatory criteria; and
 - c) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The following Table illustrates an example where the selection of the Bid for the resource category A is determined by 70/30 ratio of the technical and pricing score, respectively. The total available points equals 30 and the lowest evaluated price is \$50,000 (50).

Example of Bid Selection			
Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	27	25	24
Bid Evaluated Price	\$60,000	\$55,000	\$50,000
Calculation	Technical Merit Score	Pricing Score	Combined Rating Total
Bidder 1	$27 \times 70 / 30 = 63.0$	$50 \times 30 / 60 = 25.0$	88.0
Bidder 2	$25 \times 70 / 30 = 58.3$	$50 \times 30 / 55 = 27.3$	85.6
Bidder 3	$24 \times 70 / 30 = 56.0$	$50 \times 30 / 50 = 30.0$	86.0
Bidder 1 is the Winner with the highest combined rating of 88 points.			

If two bidders obtain an identical overall score, the Bidder with the highest technical merit score will be determined the winner.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 *Integrity Provisions - Bid of Standard Instructions 2003*. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - 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.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A – Statement of Work.

1.2 Task Authorization (TA)

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex D.

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Technical Authority) has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$7,500.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Period of the Contract

The period of contract is from date of contract to 31 March 2016 inclusive

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Helen Yari
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region – Mississauga Office
Address: 33 City Centre Dr.
Mississauga, Ontario

Telephone: 905-615-2081
Facsimile: 905-615-2060
E-mail address: helen.yari@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

(To be provided at time of contract award)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no

authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative *(to be confirmed at contract award)*

Name: _____

Title: _____

Telephone: _____

Facsimile: _____

Email: _____

6. Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Firm Requirement:

7.1.1 Basis of Payment - Ceiling Price

For the Work described in section 4.1 Work Program, Table 1 and 4.2 Detailed Work Program for Firm Requirement of the Statement of Work in Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, to a ceiling price of \$ _____ *(insert amount at contract award)* in accordance with A. Firm Requirement on the Basis of Payment, Annex B. Customs duties are *included* and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

7.1.2 Limitation of Price

SACC Manual clause **C6000C** (2011-05-16) Limitation of Price

7.2 Task Authorized Work (Table 2 of Annex A, Statement of Work):

7.2.1 Basis of Payment – Limitation of Expenditure – Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.2.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$16,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Monthly Payment

SACC Clause H1008C (2008-05-12) Monthly Payment

7.4 Discretionary Audit

SACC Manual Clause C0100C (2010-01-11), Discretionary Audit - Commercial Goods and/or Services

7.5 Time Verification

SACC Manual Clause C0711C (2008-05-12), Time Verification

7.6 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0305C (2008-05-12), Cost Submission

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract (e.g. Task Authorized document);
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses. All travel and living expenses must be provided on a separate invoice from all direct expenses; and
- (d) a copy of the monthly progress report and copy of the detailed monthly cumulative expenditure tracking report

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

Compliance with the certifications provided by the Contractor in its response to the RFP is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2035 (2014-09-25) General Conditions – Higher Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (h) Annex C, Insurance Requirements;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated _____, as clarified on _____ " **or** ", as amended on _____ " .

12. Foreign Nationals (Canadian Contractor or Foreign Contractor)

- (a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor); or
- (b) SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor);

Whichever is applicable (to be determined in any resulting Contract)

13. Insurance – Specific Requirement

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A

STATEMENT OF WORK

TITLE: CAPMoN DATA MANAGEMENT AND QUALITY CONTROL

1. Context

Air quality and acid rain are two issues of great importance to Environment Canada, both nationally and internationally. The resolution of these issues has multi-billion dollar implications for industry and government. It is therefore extremely important that monitoring data collected by Environment Canada, from which policy decisions are made, are scientifically-defensible and of high quality.

The Air Quality Research Division of Environment Canada collects air and precipitation chemistry data at selected rural and remote sites across Canada using a number of measurement techniques. One of the largest monitoring networks is the Canadian Air and Precipitation Monitoring Network (CAPMoN). CAPMoN data are a basis for air quality and acid rain research and policy setting in Environment Canada.

2. Objective

The objective of the work program described in this statement of work is to produce high quality, quality assured, and finalized air and precipitation chemistry data in a time frame that meets Environment Canada's international and national obligations. These obligations include the Canada-US Air Quality Agreement (Articles VII, VIII, Annex 2.1 and 2.2), Environment Canada's Clean Air Regulatory Agenda, and the Canada-wide Acid Rain Strategy for Post 2000. The work program associated with this Statement of Work is an essential component of Environment Canada's data management process, which ultimately leads to EC's submission of selected air and precipitation data to the World Precipitation Chemistry Data Centre, the World Data Centre for Aerosols, the World Data Centre for Greenhouse and Reactive Gases, the Canadian National Atmospheric Chemistry Database, and the Canadian National Air Pollution Surveillance Network Database.

3. Requirement

The Air Quality Research Division (AQRD) of Environment Canada carries out systematic measurements of atmospheric chemicals across Canada. These measurements are made by the Canadian Air and Precipitation Monitoring Network (CAPMoN). CAPMoN makes daily measurements of atmospheric gases and particles, daily measurements of major ions in precipitation, and 5 minute average measurements of selected gases and particles. The measurement types are summarized in Table 1 – Firm Requirement and Deliverables.

The bulk of the deliverables in this work program consist of quality controlled air and precipitation chemistry data files created by the contractor through objective and timely quality control and management of raw measurement data files provided by CAPMoN. Quality control of the data is to be carried out in a consistent, timely and scientifically-credible manner. The quality control and data management processes are very detailed and exacting, and are based on carefully controlled network data flow and delivery processes. The quality control and management of the data will be carried out using a SAS-based quality control and data management software system designed and developed by Environment Canada called the Research Data Management and Quality Control System (RDMQ™). The contractor will be granted a non-exclusive license for RDMQ™ for the execution of the work program.

The Contractor is required to hold a valid SAS license for Windows Workstation 32-bit including the BASE, AF, FSP, GRAPH and ACCESS Interface to PC Files modules, for the execution of the work

program. The Contractor is also required to hold a valid license for the Windows 32-bit version of Microsoft Excel version 2010 or higher.

4. Scope of Work

The scope of the work includes data management and data quality control of data collected using a large number of measurement types and a large number of chemical species (as well as ancillary metadata). It also includes converting files to the NATChem Data Exchange (DES) format, developing and undertaking a training program, and transferring data files to Environment Canada. The bulk of the work program comprises the following steps: (1) obtaining field and laboratory data from the Air Quality Research Division, (2) ingesting the data into the RDMQ™ software package, (3) quality controlling the data using the RDMQ™ package, (4) interfacing as necessary with the Environment Canada principal scientists to resolve data problems and issues, (5) applying calibration factors where necessary, (6) producing statistical and other analysis products to quality assure the data, and (7) delivering finalized quality controlled data sets to Environment Canada. These steps vary in detail, deliverables and timing according to the type of measurements undertaken. The measurements include inorganic ions and metals in atmospheric particles and precipitation, elemental and organic carbon in particles, particle mass, and trace gases including ozone, NO, NO_y, NO₂, HNO₃, SO₂, NH₃ and Total Gaseous Mercury (TGM) as outlined below:

- daily precipitation chemistry data,
- daily filter pack chemistry data (gases and particles),
- 5 minute ground level ozone data from CAPMoN sites,
- 5 minute NO_y, NO₂, NO, SO₂, NH₃, PM_{2.5} and total gaseous mercury (TGM) data,
- daily dichotomous sampler particulate matter mass (coarse and fine mode) and metals (fine mode only) data (1 day in 3),
- daily particulate matter PM_{2.5} chemical speciation data including major ions, metals, organic carbon and elemental carbon (1 day in 3).

The anticipated maximum number of sites and site-years of data to be quality controlled for each measurement type are shown in Appendix 1 of Annex A for each fiscal year (F/Y), from 1 April to 31 March. Here, a site-year of data comprises one full year of data collected at a site for a specific measurement and can be divided into fractional site-years (or site-months) if a site does not provide data for a full year. The anticipated number of sites at which these measurements are made vary from year to year are subject to change.

The Contractor will manage the CAPMoN data by electronically collecting and importing data files transferred electronically using FTP and/or other media from the Environment Canada office in Toronto. Where required, hardcopy field log sheets will be mailed to the contractor by Environment Canada.

The Contractor will quality control and manage the CAPMoN data using the Environment Canada software package known as RDMQ™ which runs in the SAS® environment.

To ensure that CAPMoN data are of the highest possible quality, the data will undergo rigorous data management and quality control. The schedule for provision of data to the contractor and the timeline for delivery of the final data files by the Contractor are shown in Tables 1 and 2.

The processes for quality controlling and managing the different data sets using RDMQ™ are summarized in the section that follows, as are the detailed procedures for managing and quality controlling the data.

4.1 Work Program

The Contractor will carry out the CAPMoN data management and quality control activities as specified in the Table 1 – Firm Requirement and Deliverables. The Contractor will also provide a duplicate or mirror set of files to Environment Canada - Toronto to ensure that Environment Canada has the capability of performing data management and quality control at any time.

Table 1

Firm Requirement and Deliverables
See Appendix 1 of Annex A for CAPMoN sites

Measurement Type	Frequency of Data File Provision from Environment Canada to Contractor	Contractor Deliverable Schedule for Final Quality Controlled Files
Precipitation Chemistry (Sample History Forms) (Task 1a)	Bi-weekly	Forms are entered into RDMQ and merged with the records in task 1b below one month after provision of files from Environment Canada
Precipitation Chemistry (daily data) (Task 1b)	Monthly data files provided 2 months after the end of each sample collection month	Monthly data files provided one month after provision of files from Environment Canada
Air Filter Pack Chemistry (daily data) (Task 2)	Quarterly data files provided 2 months after the end of the sample collection quarter	Quarterly data files delivered one month after provision of files from Environment Canada
CAPMoN Ozone (5 minute data) (Task 3a)	Monthly files provided in first week of the month following the data collection month	Monthly data files delivered one month after provision of files from Environment Canada
Ozone – Auto calibration factor application and finalization on monthly datasets (monthly) (Task 3b)	Monthly calibration files provided in first week of the month following the data collection month	Monthly data files delivered two months after receiving files from Environment Canada
Total Gaseous Mercury (5 minute data) (Task 4)	Monthly files provided in first week of the month following the data collection month	Monthly data files delivered one month after provision of files from Environment Canada
NO ₂ /NO/NO _y Continuous (5 minute data) (Task 5)	Quarterly data files provided 2 months after the end of the data collection quarter	Quarterly data files delivered one month after provision of files from Environment Canada
NH ₃ Continuous (5 minute data) (Task 5)	Quarterly data files provided 2 months after the end of the data collection quarter	Quarterly data files delivered one month after provision of files from Environment Canada
SO ₂ Continuous (5 minute data) (Task 5)	Quarterly data files provided 2 months after the end of the data collection quarter	Quarterly data files delivered one month after provision of files from Environment Canada
PM _{2.5} Speciation - Major ions (daily data: 1 day in 3 sampling regime) (Task 6)	Quarterly data files provided 2 months after the end of the data collection quarter	Quarterly data files delivered one month after provision of files from Environment Canada
PM Dichotomous Daily Average Mass and Metals - Fine & Coarse (daily data: 1 day in 3 sampling regime) (Task 7)	Quarterly data files provided 2 months after the end of the data collection quarter	Quarterly data files delivered one month after provision of files from Environment Canada
PM _{2.5} Continuous – Sharp (5 minute data) (Task 8)	Monthly files provided in first week of the month following the data	Monthly data files delivered one month after provision of files from

	collection month	Environment Canada
Continuous NO _y /NO ₂ /NO and SO ₂ - roving at sites with passive samplers (5 minute data) (TASK 5b)	Files delivered intermittently	Data files delivered two months after provision of files from Environment Canada
PM _{2.5} Speciation - EC/OC (daily data: 1 day in 3 sampling regime) (TASK 6b)	Files delivered intermittently	Data files delivered one month after provision of files from Environment Canada
Transfer/update a backup copy of data, programs and QC files used with RDMQ to Environment Canada. (TASK 9)	Files delivered monthly	Copy of data, programs and QC files transferred to mirror on a monthly basis

Table 2: Task Authorized (TA) Work (on an as and when requested basis) - **Non-Routine Deliverable**

Other Deliverables	Details	Deliverable Schedule
RDMQ-Lite focus for a specified CAPMoN sub-network with a report on a 3 month quality control comparison by RDMQ and RDMQ-Lite (TASK 10)	Develop, implement, test, and deliver to EC a new focus for a specified CAPMoN sub-network in RDMQ-Lite, including a 3 month quality control comparability test between the focuses in RDMQ and RDMQ-Lite	As requested by Scientific Authority To be determined
Training of Environment Canada staff and others on RDMQ and CAPMoN data QC (TASK 11)	Number of days to be proposed by contractor to a maximum of 6 per year	As requested by Scientific Authority To be determined I
Specialized data summaries, analyses and reports (TASK 12)	6 days per year	As requested by Scientific Authority

4.2 Detailed Work Program for Firm Requirement

The detailed tasks for processing and quality controlling the CAPMoN precipitation chemistry, air filter pack chemistry, ozone, NO₂/NO_y/NO, NH₃, SO₂, TGM, PM_{2.5} (hourly average), PM_{2.5} chemistry speciation and dichotomous particulate matter data are listed below. In carrying out the work program, the contractor will be given remote access to CAPMoN telemetered data files as well as data tapes, sample history forms, chart records, and all supporting information required to execute the data processing and quality control process. It will be the responsibility of the contractor to collect and work with these materials and to deliver the final quality controlled data sets in electronic files.

TASK 1. Precipitation Chemistry Daily Data

The general process for managing and quality controlling the daily precipitation chemistry data collected by the MIC Model 300 precipitation chemistry collector is as follows:

- (1) laboratory data files and sample history forms are obtained from Environment Canada;
- (2) the sample history form field data is keypunched and the field and lab data are ingested, merged, managed, and quality controlled in RDMQTM;
- (3) failed and warning quality control checks are identified and inspected using the RDMQTM system and, based on other sources of information, are appropriately changed, flagged or commented on in the data base. As well, field and laboratory remarks are inspected and appropriate flags are assigned in the data base;
- (4) the data are plotted, inspected, problems identified, and submitted to Environment Canada;
- (5) at the end of each calendar year of data, staff at Environment Canada review the year of data and send all corrections/changes to the contractor who revises the data accordingly and submits the final data set.

The detailed tasks for precipitation chemistry data are as follows:

Task 1a. Processing of CAPMoN Precipitation Sample History Forms (SHFs)

To carry out the processing of the CAPMoN Precipitation Sample History Forms (SHFs), the forms will be received in bi-weekly batches within 4 weeks of the last sampling date on each sample history form. The contractor will process the CAPMoN precipitation sample history forms on a monthly basis as follows:

- a) Data entry of the SHF contents (see Appendix 3 for a sample SHF);
- b) Perform quality control checks on keypunched data to correct errors and omissions prior to loading data into RDMQTM;
- c) Prepare field data (i.e., SHF contents) files for later merging with laboratory data;
- d) Update the electronic log of major station events.

Task 1b. Quality Control of CAPMoN Precipitation Chemistry Data

The contractor will manage and quality control the precipitation chemistry data in the following steps:

- a) Merge the field/SHF contents files (described in Task 1a) with the laboratory analysis data;
- b) Load the combined field/laboratory data into RDMQTM;
- c) Review and summarize the site and network quality control information;
- d) Quality control the field and laboratory remarks;
- e) Flag and correct the data using RDMQTM;
- f) Validate all changes to the RDMQTM data files and make corrections;
- g) Prepare year end deposition plots and make final corrections;
- h) Deliver final updated QC data sets to AQRD
- i) At the end of the fiscal year, do a year-end data review and finalize the Quality Control History file.

Task 2. Air Filter Pack Chemistry Daily Data

The process for managing and quality controlling the daily air filter pack chemistry data from the CAPMoN sequential filterpack sampling system is as follows:

- (1) laboratory data files, telemetered flow data and sample history forms are obtained from the Environment Canada;
- (2) the sample history form field data are keypunched and the field and lab data are ingested, merged, managed, and quality controlled by the contractor in RDMQTM;
- (3) the data are processed through RDMQTM such that data validity flags and/or comment codes are assigned and quality control checks are made;
- (4) all failed quality control checks are inspected using the RDMQTM system and, based on other sources of information, are appropriately changed, flagged or commented on in the data base;

- (5) all data are plotted, inspected, problems identified, and submitted to Environment Canada;
- (6) at the end of each calendar year of data, staff at Environment Canada review the year of data and send all corrections/changes to the contractor who revises the data accordingly and submits the final data set.

The detailed quality control procedures are:

- a) Load, via RDMQ™, appropriate field data logger and memory chip files to RDMQ™;
- b) Obtain air filter lab analysis and filter log files from the CAPMoN laboratory;
- c) Load ASCII lab analysis data into its corresponding RDMQ™ module;
- d) Check the accuracy of the field information in the database;
- e) Quality control the field and laboratory remarks;
- f) Compile and quality control weekly zero values where available; Identify and resolve problems;
- g) Correct and flag data using RDMQ™;
- h) Validate all changes to RDMQ™ and make corrections;
- i) Do quarterly check at the end of the quarter and annual checks at the end of the year;
- j) Submit final data sets to Environment Canada.

Task 3. Ozone Continuous Monitoring 5-minute Data

The process for managing and quality controlling hourly ozone data from Thermo Model 49i and 49c ozone monitors is as follows:

Task 3a. Quality Control of Data

- (1) sample history forms are obtained from Environment Canada and the sample history form data is keypunched by the contractor;
- (2) the ozone data are downloaded by the contractor from Environment Canada in Toronto and processed in RDMQ™ such that data validity flags and/or comment codes are assigned and quality control checks are made;
- (3) all failed and warning quality control checks are inspected and data are appropriately changed, flagged or commented on in the data base;
- (4) the data are plotted, inspected and signed off before final submission to Environment Canada.

The detailed quality control and calibration application procedures are as follows:

- a) Access the data files including supplemental memory chip data and field forms from Environment Canada;
- b) Check the accuracy of the field information in the database;
- c) Quality control the field remarks;
- d) Identify and resolve problems;
- e) Make corrections and flags using RDMQ™;
- f) Quality control the weekly span and zero values, where available;
- g) Extract and determine the monthly calibration factors for each instrument;
- h) Calculate and flag hourly-average data;
- i) Submit final data sets to Environment Canada;
- j) Carry out a year-end review and finalization of data in consultation with Environment Canada;
- k) Create and submit DES hourly-average data files.

Task 3b. Monthly Ozone Calibration Factor Application and Data Finalization

- (1) once per month, the on-site calibration data are extracted and applied to the quality controlled data values, hourly-average values are calculated and flagged, and the adjusted data files are submitted;

- (2) at the end of each calendar year of data, staff at Environment Canada review the year of data and send all corrections/changes to the contractor who revises the data accordingly and submits the final data set;
- (3) the RDMQ data file is converted to a NARSTO/NAChem Data Exchange Standard file and submitted to Environment Canada.

The detailed quality control and calibration application procedures are as follows:

- a) Use the RDMQTM/Ozone Calibration Factor application to apply the zero corrections and calibration factors on a routine basis every 30 days.
- b) Plot the resultant data against the non-zero-corrected, uncalibrated data
- c) check for errors or problems, taking corrective action as necessary
- d) Submit the final calibrated, zero-corrected and hourly averaged data to Environment Canada.

Task 4. Total Gaseous Mercury (TGM) 5-Minute Concentration Data

The process for managing and quality controlling hourly TGM data from the Tekran 2537B analyzers is as follows:

- (1) The contractor obtains from Environment Canada the TGM continuous analyzer data (that are telemetered daily to a computerized data recording system at the Environment Canada office in Toronto) and field Log Forms (that are filled out at the measurement sites and describe the daily instrument status, weekly instrument checks and relevant comments on instrument behaviour and site activity);
- (2) the data are processed through RDMQTM so that calibration values are applied and data validity flags and/or comment codes are assigned and quality control checks are made;
- (3) all failed quality control checks are inspected using the computerized RDMQTM system and, based on other sources of information, are appropriately changed, flagged or commented on in the data base;
- (4) all data are plotted, inspected, problems identified, hourly averages calculated and flagged, and submitted to Environment Canada;
- (5) at the end of each calendar year of data, staff at Environment Canada review the year of data and send all corrections/changes to the contractor who revises the data accordingly and creates and submits the final hourly-average data set;
- (6) convert the RDMQ data file to a NARSTO/NAChem Data Exchange Standard file and submit to Environment Canada.

The detailed quality control procedures are as follows:

- a) Access the data files and field forms from Environment Canada;
- b) Load the data files in RDMQTM;
- c) Check the accuracy of the field information in the database;
- d) Quality control the field remarks;
- e) Identify and resolve problems;
- f) Make corrections and flags using RDMQTM;
- g) Quality control the weekly span and zero values, where available;
- h) Submit QA plots and data sets to Environment Canada;
- i) Calculate and flag hourly-average data;
- j) Make final corrections and create and submit DES hourly-average data files.

Task 5. NO₂/NO_y/NO, NH₃ and SO₂ 5-Minute Concentration Data

The process for managing and quality controlling the hourly data from the NO_y/NO₂/NO Thermo Model 42c monitor, the Thermo 43i SO₂ monitor and the Thermo 42c Trace Level NH₃ monitor is as follows:

- (1) The contractor obtains data from the NO₂/NO_y/NO, NH₃, and SO₂ continuous analyzers (that are telemetered daily to a computerized data recording system at the Environment Canada office in Toronto) and field Log Forms (that are completed in the field and describe the daily instrument status, weekly instrument checks and relevant comments on instrument behaviour and site activity);
- (2) the data are processed through RDMQ™ so that calibration values are applied and data validity flags and/or comment codes are assigned and quality control checks are made;
- (3) all failed quality control checks are inspected using the computerized RDMQ™ system and, based on other sources of information, are appropriately changed, flagged or commented on in the data base;
- (4) all data are plotted, inspected, problems identified, hourly averages calculated and flagged, and submitted to Environment Canada;
- (5) at the end of each calendar year of data, staff at Environment Canada review the year of data and send all corrections/changes to the contractor who revises the data accordingly, creates hourly-average values and submits the final data set;
- (6) convert the RDMQ data file to a NARSTO/NAtChem Data Exchange Standard file and submit to Environment Canada.

The detailed quality control procedures are as follows:

- (a) Access the data files and field forms from Environment Canada
- (b) Check the accuracy of the field information in the database;
- (c) Quality control the field remarks;
- (d) Identify and resolve problems;
- (e) Make corrections and flags using RDMQ™;
- (f) Quality control the weekly span and zero values, where available;
- (g) Calculate and flag hourly-average data;
- (h) Submit data sets to Environment Canada
- (i) Make final corrections and derive and submit DES hourly-average data files.

Task 6. PM_{2.5} Chemical Speciation Data - including Major Ions and Elemental Carbon (EC) and Organic Carbon (OC)

The data management and quality control process for data from the R&P (Thermo) 2300 speciation sampler is as follows:

- (1) The contractor obtains from Environment Canada PM sampler data (that is telemetered daily to a computerized data recording system at Environment Canada in Toronto) and field Log Forms (that are completed on-site and detail the daily instrument status, weekly instrument checks and relevant comments on instrument behaviour and site activity);
- (2) the data are processed through RDMQ™ where they are merged and data validity flags and/or comment codes are assigned and quality control checks are made;
- (3) all failed quality control checks are inspected using the computerized RDMQ™ system and, based on other sources of information, are appropriately changed, flagged or commented on in the data base;
- (4) all data are plotted, inspected, problems identified and submitted to Environment Canada;
- (5) at the end of each calendar year of data, staff at Environment Canada review the year of data and send all corrections/changes to the contractor who revises the data accordingly and submits the final data set.

The Quality Control of CAPMoN PM_{2.5} chemistry speciation daily average data will be done as follows:

- a) Load, via RDMQ™, appropriate instrument files to RDMQ™;
- b) Obtain lab analysis data and log files from the CAPMoN laboratory;
- c) Load ASCII lab analysis data into its' corresponding RDMQ™ module;

- d) Check the accuracy of the field information in the database;
- e) Quality control the field remarks;
- f) Identify and resolve problems;
- g) Make corrections using RDMQ™;
- h) Quality control the weekly span and zero values, where available;
- i) Submit data sets to Environment Canada
- j) Make final corrections and submit DES data files.

Task 7: Particulate Matter Dichotomous Sampler Data (1 day in 3 sampling frequency)

The process for managing and quality controlling the data from the Thermo 2000D Dichotomous samplers is as follows:

- (1) the contractor obtains from Environment Canada laboratory mass data for the PM filters provided by the CAPMoN laboratory as well as field instrument operating data (that are telemetered from the field sites to Environment Canada);
- (2) the data are collected, combined and processed through RDMQ™ so that data validity flags and/or comment codes are assigned and quality control checks are made;
- (3) all failed quality control checks are inspected using the computerized RDMQ system and, based on other sources of information, are appropriately changed, flagged or commented on in the data base;
- (4) all data are plotted, inspected, problems identified and submitted to Environment Canada;
- (5) at the end of each calendar year of data, staff at Environment Canada review the year of data and send all corrections/changes to the contractor who revises the data accordingly and submits the final data set.

The detailed quality control procedures are as follows:

- a) Load, via RDMQ™, appropriate instrument files to RDMQ™;
- b) Obtain lab mass data and log files from the CAPMoN laboratory;
- c) Load ASCII lab analysis data into its' corresponding RDMQ™ module;
- d) Check the accuracy of the field information in the database;
- e) Quality control the field and laboratory remarks;
- f) Identify and resolve problems;
- g) Correct data using RDMQ™;
- h) Validate all changes to RDMQ™ and make corrections;
- i) Do quarterly check at the end of the quarter and annual checks at the end of the year;
- j) Submit data sets to Environment Canada
- k) Make final corrections and create and submit DES data files.

Task 8. Continuous CAPMoN PM_{2.5} 5-Minute Concentration Data

The process for managing and quality controlling data from the Thermo 5030i continuous beta attenuation analyzers is as follows:

- (1) the contractor obtains from Environment Canada one minute raw data from the continuous samplers (that are telemetered daily to a computerized data recording system at Environment Canada in Toronto) and field Log Forms (that are completed at the monitoring sites and describe the daily instrument status, weekly analyzer instrument checks, and relevant comments on instrument behaviour and site activity);
- (2) the data are processed through RDMQ™ where data validity flags and/or comment codes are assigned and quality control checks are made;
- (3) all failed quality control checks are inspected using the computerized RDMQ™ system and, based on other sources of information, are appropriately changed, flagged or commented on in the data base;

- (4) all data are plotted, inspected, problems identified and submitted to Environment Canada;
- (5) at the end of each calendar year of data, staff at Environment Canada review the year of data and send all corrections/changes to the contractor who revises the data accordingly, derives hourly-average values and submits the final data set.

The detailed quality control procedures are as follows:

- a) Download data and check the accuracy of the field information in the database;
- b) Quality control the field remarks;
- c) Identify and resolve problems;
- d) Make corrections using RDMQ™;
- e) Quality control the weekly span and zero values;
- f) Submit data sets to Environment Canada
- g) Make final corrections, derive and submit DES hourly-average data files.

Task 9. Transfer/Update Duplicate Data and QC Files to Environment Canada

The contractor will update his/her files on a monthly schedule on an Environment Canada ftp site referred hereafter as a “mirror system” that will duplicate his/her Data Management and Quality Control System. The mirror system will contain all files and RDMQ™ datasets used by the contractor for the purpose of carrying out this contract. The objective of the mirror system is to provide a backup of all software and data files and which will allow Environment Canada to run the data management and quality control system in the absence of the contractor.

On the Mirror System at EC in Toronto, the contractor will provide the following:

- (1) all software used to run the data management and quality control systems for the data types specified in Tables 1 and 2 above, including RDMQ™ datasets and software programs developed by the contractor. The software must be well-documented;
- (2) updated User Manuals for managing and quality controlling each data type specified in Table 1. The Manuals should be suitable for use by high level SAS® programmers familiar with the CAPMoN data management and quality control process; note that costs for updating the Manuals should be included in the Cost Proposal;
- (3) All raw, interim and final data files;
- (4) Upon each data deliverable, provide updates of all programs, RDMQ™ data sets, data files and user manuals that have changed.

4.3 Detailed Work Program for TASK AUTHORIZED WORK

Task 10. Develop, Implement, Test and Deliver a Precipitation Chemistry Focus in RDMQ-Lite

The contractor will develop and implement a new focus in RDMQ-Lite, Environment Canada's SAS- and Excel-based version of RDMQ, for CAPMoN precipitation chemistry data. A copy of RDMQ-Lite will be provided to the contractor to complete this task. After consultation and feedback from Environment Canada staff, the contractor will use the RDMQ-Lite focus to quality control 3 months of CAPMoN precipitation chemistry data and compare the results against the RDMQ quality control results. The contractor will submit to Environment Canada a brief report on the results. After acceptance by Environment Canada, the contractor will deliver the new RDMQ-Lite focus to Environment Canada and implement it as the new operational system for quality controlling precipitation chemistry data. Per the Intellectual Property conditions of this contract, the Crown will own the Intellectual Property rights to the RDMQ-Lite focus.

In each of the remaining optional years of the contract data the contractor will implement RDMQ-Lite focuses according to the schedule in Appendix 1. After consultation and feedback from Environment Canada staff, the contractor will use the RDMQ-Lite focus to quality control 3 months of CAPMoN data from the respective focus and compare the results against the RDMQ quality control

results. The contractor will then submit a brief report of the results. After acceptance by Environment Canada, the contractor will deliver the new RDMQ-Lite focus to Environment Canada and implement it as the new operational system for quality controlling the associated data.

Task 11. Training of Data Quality Control and RDMQ™

The contractor will develop and deliver training work programs for each fiscal year for Environment Canada staff and others designated by the Scientific Authority on the methods of quality controlling CAPMoN data using the RDMQ™ and RDMQ-Lite packages. The number of days associated with the training deliverables will not exceed 6 days per fiscal year. The format will be one-on-one sessions at the contractor's site and/or through Environment Canada's WebEx facility.

The anticipated training deliverables will be as follows:

Firm Initial Period

FY2015/16: Precipitation Chemistry Quality Control

Option Periods

FY2016/17: Filterpack Quality Control

FY2017/18: Ozone Quality Control

FY2018/19: Total Gaseous Mercury

Task 12. Specialized Data Summaries and Analysis Products

The Contractor will:

- (1) Obtain instructions for specialized data summaries, analyses and reporting products from the Scientific Authority;
- (2) Prepare and deliver specialized data summaries and/or analyses and/or reporting products.

The total number of days of work must not exceed 6 days per fiscal year.

5. Deliverables and Schedules

Specific deliverables, data availability, and deliverable schedules are presented in Table 1 and 2.

6. Client Support

Environment Canada will supply the contractor with a licensed copy of Environment Canada's RDMQ™ and RDMQ-Lite software.

7. Work Location

All work will be performed at the Contractor's facility with contractor's equipment.

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APPENDIX 1 OF ANNEX A
Maximum Number of Sites and Site-Years of Data to be Quality Controlled
(Referenced to Task # indicated in the text)

Measurement Type	Initial Period FY2015/16	Option Period FY2016/17	Option Period FY2017/18	Option Period FY2018/19
Precipitation Chemistry (daily data) (Task 1)	37.5 site years	38.25 site years	38.25 site years	38.25 site years
Air Filter Pack Chemistry (daily data) (Task 2)	20.5 site years	20 site years	20 site years	20 site years
CAPMoN Ozone (5 minute data) (Task 3a)	21.25 site years	21 site years	21 site years	21 site years
Ozone – Auto calibration factor application and finalization on monthly datasets (monthly) (Task 3b)	21.25 site years	21 site years	21 site years	21 site years
Total Gaseous Mercury (5 minute data) (Task 4)	5 site years	5 site years	5 site years	5 site years
NO ₂ /NO/NO _x Continuous (5 minute data) (Task 5a)	2 site years	2 site years	2 site years	2 site years
NH ₃ Continuous (5 minute data) (Task 5a)	2 site years	2 site years	2 site years	2 site years
SO ₂ Continuous (5 minute data) (Task 5a)	2 site years	2 site years	2 site years	2 site years
PM _{2.5} Speciation - Major Ions (daily data: 1 day in 3 sampling regime) (Task 6a)	1 site year	1 site year	1 site year	1 site year
PM Dichotomous Daily Average Mass and Metals - Fine & Coarse (daily data: 1 day in 3 sampling regime) (Task 7)	7.25 site years	8 site years	8 site years	8 site years
PM _{2.5} Continuous – Sharp (5 minute data) (Task 8)	16.5 site years	17 site years	17 site years	17 site years
PM _{2.5} Speciation - EC/OC (daily data: 1 day in 3 sampling regime) (TASK 8b)	1 site year	1 site year	1 site year	1 site year
NO ₂ /NO/NO _x Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	1 site year	1 site year	1 site year
SO ₂ Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b) Transfer/update duplicate data and QC files used with RDMQ to Environment Canada. (TASK 9)	1 site year	1 site year	1 site year	1 site year
	All files	All files	All files	All files

* A site-year of data comprises one full year of data collected at a site for a specific measurement and can be divided into fractional site-years (or site-months) if a site does not provide data for a full year.

APPENDIX 2 OF ANNEX A
Table of Deliverables for Task Authorized Work
(Referenced to Task # indicated in the text)

TASKS	Initial Period FY2015/16	Option Period FY2016/17	Optional Period FY2017/18	Option Period FY2018/19
RDMQ-Lite focus for CAPMoN data with a report on a 3 month quality control comparison by RDMQ and RDMQ-Lite (TASK 10)	1. Precipitation Chemistry	1. Ozone 2. Air Filterpack	1. PM2.5 Continuous 2. Dichotomous	Total Gaseous Mercury
Training of Environment Canada staff and others on RDMQ and CAPMoN data QC (TASK 11)	Precipitation Chemistry (Maximum 6 days)	Air Filterpack (Maximum 6 days)	Ozone (Maximum 6 days)	Total Gaseous Mercury (Maximum 6 days)
Specialized data summaries, analyses and reports (TASK 12)	Maximum 6 days	Maximum 6 days	Maximum 6 days	Maximum 6 days

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Example of CAPMoN Precipitation Chemistry Sample History Form

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Annex B Basis of Payment

Prices herein are all inclusive firm unit prices, FOB Destination, applicable taxes extra. Referenced to Task # indicated in the text that follows and to the CAPMoN sites in Appendix 1 of Annex A.

A. Firm Period from date of contract to 31 March 2016 (FY2015/16)

A.1 Firm Requirement:

Item #	Measurement Type	Maximum Number of Site-Years of Data to be Quality Controlled FY2015/16	Per Site-Year FY2015/16
1.1	Precipitation Chemistry (daily data) (Task 1)	37.5 site years	\$_____
1.2	Air Filter Pack Chemistry (daily data) (Task 2)	20.5 site years	\$_____
1.3	CAPMoN Ozone (5 minute data) (Task 3a)	21.25 site years	\$_____
1.4	Ozone – Auto calibration factor application and finalization on monthly datasets (monthly) (Task 3b)	21.25 site years	\$_____
1.5	Total Gaseous Mercury (5 minute data) (Task 4)	5 site years	\$_____
1.6	NO ₂ /NO/NO _y Continuous (5 minute data) (Task 5a)	2 site years	\$_____
1.7	NH ₃ Continuous (5 minute data) (Task 5a)	2 site years	\$_____
1.8	SO ₂ Continuous (5 minute data) (Task 5a)	2 site years	\$_____
1.9	PM _{2.5} Speciation - Major ions (daily data: 1 day in 3 sampling regime) (Task 6a)	1 site year	\$_____
1.10	PM Dichotomous Daily Average Mass and Metals - Fine & Coarse (daily data: 1 day in 3 sampling regime) (Task 7)	7.25 site years	\$_____
1.11	PM _{2.5} Continuous – Sharp (5 minute data) (Task 8)	16.5 site years	\$_____

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1.12	PM _{2.5} Speciation - EC/OC (daily data: 1 day in 3 sampling regime) (TASK 6b)	1 site year	\$ _____
1.13	NO ₂ /NO/NO _y Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____
1.14	SO ₂ Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____
1.15	Monthly transfer/update duplicate data and QC files used with RDMQ to Environment Canada. (TASK 9)	12 transfers per year	

Total Ceiling Cost A.1 \$ _____

A.2 Task Authorized Requirement:

	TASK		Unit Price FY2015/16
2.1	RDMQ-Lite focus for CAPMoN data with a one-time report on a 3 month quality control comparison by RDMQ and RDMQ-Lite (TASK 10)	Precipitation Chemistry	\$ _____ Lot Price
2.2	Training of Environment Canada staff and others on RDMQ and CAPMoN data QC (TASK 11)	Precipitation Chemistry (Max. 6 days)	\$ _____ Per Day
2.3	Specialized data summaries, analyses and reports (TASK 12)	Maximum 6 days	\$ _____ Per Day

Total Estimated Cost A.2 \$ _____

Ceiling Price for A. Firm Period FY2015/16 \$ _____

B. Option – Period from 1 April 2016 to 31 March 2017 (FY2016/17)

B.1 Firm Requirement:

	Measurement Type	Maximum Number of Site-Years of Data to be Quality Controlled in FY2016/17 or deliverable	Per Site-Year FY2015/16
1.1	Precipitation Chemistry (daily data) (Task 1)	38.25 site years	\$_____
1.2	Air Filter Pack Chemistry (daily data) (Task 2)	20 site years	\$_____
1.3	CAPMoN Ozone (5 minute data) (Task 3a)	21 site years	\$_____
1.4	Ozone – Auto calibration factor application and finalization on monthly datasets (monthly) (Task 3b)	21 site years	\$_____
1.5	Total Gaseous Mercury (5 minute data) (Task 4)	5 site years	\$_____
1.6	NO ₂ /NO/NO _y Continuous (5 minute data) (Task 5a)	2 site years	\$_____
1.7	NH ₃ Continuous (5 minute data) (Task 5a)	2 site years	\$_____
1.8	SO ₂ Continuous (5 minute data) (Task 5a)	2 site years	\$_____
1.9	PM _{2.5} Speciation - Major ions (daily data: 1 day in 3 sampling regime) (Task 6a)	1 site year	\$_____
1.10	PM Dichotomous Daily Average Mass and Metals - Fine & Coarse (daily data: 1 day in 3 sampling regime) (Task 7)	8 site years	\$_____
1.11	PM _{2.5} Continuous – Sharp (5 minute data) (Task 8)	17 site years	\$_____
1.12	PM _{2.5} Speciation - EC/OC (daily data: 1 day in 3 sampling regime) (TASK 6b)	1 site year	\$_____
1.13	NO ₂ /NO/NO _y Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$_____

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1.14	SO2 Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____
1.15	Monthly transfer/update duplicate data and QC files used with RDMQ to Environment Canada. (TASK 9)	12 transfers per year	\$ _____

Total Ceiling Cost B.1 \$ _____

B.2 Task Authorized Requirement:

	Task		Unit Price FY2016/17
2.1	RDMQ-Lite focus for CAPMoN data with a one-time report on a 3 month quality control comparison by RDMQ and RDMQ-Lite (TASK 10)	1. Ozone 2. Air Filterpack	\$ _____ Lot Price
2.2	Training of Environment Canada staff and others on RDMQ and CAPMoN data QC (TASK 11)	Air Filterpack (Maximum 6 days)	\$ _____ Per Day
2.3	Specialized data summaries, analyses and reports (TASK 12)	Maximum 6 days	\$ _____ Per Day

Total Estimated Cost B.2 \$ _____

Total Ceiling Price for B. Option Period FY2016/17 \$ _____

C. Option – Period from 1 April 2017 to 31 March 2018 (FY2017/18)

C.1 Firm Requirement:

	Measurement Type	Maximum Number of Site-Years of Data to be Quality Controlled in FY2017/18 or deliverable	Per Site-Year FY2017/18
1.1	Precipitation Chemistry (daily data) (Task 1)	38.25 site years	\$_____
1.2	Air Filter Pack Chemistry (daily data) (Task 2)	20 site years	\$_____
1.3	CAPMoN Ozone (5 minute data) (Task 3a)	21 site years	\$_____
1.4	Ozone – Auto calibration factor application and finalization on monthly datasets (monthly) (Task 3b)	21 site years	\$_____
1.5	Total Gaseous Mercury (5 minute data) (Task 4)	5 site years	\$_____
1.6	NO ₂ /NO/NO _y Continuous (5 minute data) (Task 5a)	2 site years	\$_____
1.7	NH ₃ Continuous (5 minute data) (Task 5a)	2 site years	\$_____
1.8	SO ₂ Continuous (5 minute data) (Task 5a)	2 site years	\$_____
1.9	PM _{2.5} Speciation - Major ions (daily data: 1 day in 3 sampling regime) (Task 6a)	1 site year	\$_____
1.10	PM Dichotomous Daily Average Mass and Metals - Fine & Coarse (daily data: 1 day in 3 sampling regime) (Task 7)	8 site years	\$_____
1.11	PM _{2.5} Continuous – Sharp (5 minute data) (Task 8)	17 site years	\$_____
1.12	PM _{2.5} Speciation - EC/OC (daily data: 1 day in 3 sampling regime) (TASK 6b)	1 site year	\$_____

1.13	NO2/NO/NOy Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____
1.14	SO2 Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____
1.15	Monthly transfer/update duplicate data and QC files used with RDMQ to Environment Canada. (TASK 9)	12 transfers per year	\$ _____

Total Ceiling Cost C.1 \$ _____

C.2 Task Authorized Requirement

	Task		Unit Price FY2017/18
2.1	RDMQ-Lite focus for CAPMoN data with a one-time report on a 3 month quality control comparison by RDMQ and RDMQ-Lite (TASK 10)	1. PM2.5 Continuous 2. Dichotomous	\$ _____ Lot Price
2.2	Training of Environment Canada staff and others on RDMQ and CAPMoN data QC (TASK 11)	Ozone (Maximum 6 days)	\$ _____ Per Day
2.3	Specialized data summaries, analyses and reports (TASK 12)	Maximum 6 days	\$ _____ Per Day

Total Estimated Cost C.2 \$ _____

Total Ceiling Price for C. Option Period FY2017/18 \$ _____

D. Option – Period from 1 April 2018 to 31 March 2019 (FY2018/19)

D.1 Firm Requirement:

	Measurement Type	Maximum Number of Site-Years of Data to be Quality Controlled in FY2018/19 or deliverable	Per Site-Year
1.1	Precipitation Chemistry (daily data) (Task 1)	38.25 site years	\$ _____
1.2	Air Filter Pack Chemistry (daily data) (Task 2)	20 site years	\$ _____
1.3	CAPMoN Ozone (5 minute data) (Task 3a)	21 site years	\$ _____
1.4	Ozone – Auto calibration factor application and finalization on monthly datasets (monthly) (Task 3b)	21 site years	\$ _____
1.5	Total Gaseous Mercury (5 minute data) (Task 4)	5 site years	\$ _____
1.6	NO ₂ /NO/NO _y Continuous (5 minute data) (Task 5a)	2 site years	\$ _____
1.7	NH ₃ Continuous (5 minute data) (Task 5a)	2 site years	\$ _____
1.8	SO ₂ Continuous (5 minute data) (Task 5a)	2 site years	\$ _____
1.9	PM _{2.5} Speciation - Major ions (daily data: 1 day in 3 sampling regime) (Task 6a)	1 site year	\$ _____
1.10	PM Dichotomous Daily Average Mass and Metals - Fine & Coarse (daily data: 1 day in 3 sampling regime) (Task 7)	8 site years	\$ _____
1.11	PM _{2.5} Continuous – Sharp (5 minute data) (Task 8)	17 site years	\$ _____

1.12	PM _{2.5} Speciation - EC/OC (daily data: 1 day in 3 sampling regime) (TASK 6b)	1 site year	\$ _____
1.13	NO ₂ /NO/NO _y Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____
1.14	SO ₂ Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____
1.15	Monthly transfer/update duplicate data and QC files used with RDMQ to Environment Canada. (TASK 9)	12 transfers per year	\$ _____

Total Ceiling Cost D.1 \$ _____

D.2 Task Authorized Requirement

	Task		Unit Price FY2018/19
2.1	RDMQ-Lite focus for CAPMoN data with a one-time report on a 3 month quality control comparison by RDMQ and RDMQ-Lite (TASK 10)	Total Gaseous Mercury	\$ _____ Lot Price
2.2	Training of Environment Canada staff and others on RDMQ and CAPMoN data QC (TASK 11)	Total Gaseous Mercury (Maximum 6 days)	\$ _____ Per Day
2.3	Specialized data summaries, analyses and reports (TASK 12)	Maximum 6 days	\$ _____ Per Day

Total Estimated Cost D.2 \$ _____

Total Ceiling Price for D. Option Period FY2018/19 \$ _____

ANNEX C

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Errors and Omissions Liability Insurance

- 1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- 2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX D

TASK AUTHORIZATION FORM

(Will be made available to the Contractor upon award)

ATTACHMENT 4.1: TECHNICAL EVALUATION - Mandatory and Point-Rated Requirements

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Each bid will be reviewed for compliance with the following mandatory requirements. A Bid that does not comply with each and every mandatory requirement will be considered non-responsive (or non-compliant) and will be disqualified.

M #	MANDATORY TECHNICAL CRITERIA (M)	Cross reference to proposal
M1	<p>1. Bidder must demonstrate that they currently hold a valid license or will be able to obtain a valid license for the following:</p> <p>(a) SAS license for Windows Workstation 32-bit including the BASE, AF, FSP, GRAPH and ACCESS Interface to PC Files modules for the period of the contract and option years; and</p> <p>(b) Windows 32-bit version of Microsoft Excel version 2010 or higher.</p> <p>To demonstrate this they must provide a copy of their valid licenses with their bid or a letter from the originating software company stating that they will be able to obtain the license(s). Should neither be provided with their bid, Bidder must provide one or the other within 3 days upon request from the Contracting Authority or their bid will be considered non-responsive.</p>	
M2	<p>Bidder must demonstrate that they have at least 5 years of experience within the last 10 years in data management, quality control of continuous and integrated environmental monitoring data sets. The information must include the name of the monitoring network(s) or programs and the length of service.</p>	
M3	<p>Bidder must demonstrate that they have at least 5 years of relevant experience within the last 10 years in writing computer programs in SAS® using BASE, ACCESS for PC files, and GRAPH. To demonstrate this, Bidder must provide at least 1 sample of SAS® programs that were written by the proposed consulting team for each of the following three SAS® modules: BASE, ACCESS, and GRAPH. The samples provided will be evaluated for accuracy, efficiency, context and complexity herein at Point Rated Technical Criteria 2.3.</p>	

1.1.2 Point Rated Technical Criteria

Bidders meeting the Mandatory Technical Criteria will be scored against the Point Rated Technical Criteria. Points will be assigned based on how the information provided demonstrates the Bidder's capability to perform and successfully carry out the requirements described in the SOW. Bidders are advised to address the criteria in the order presented and in sufficient depth to allow proper evaluation. Simply repeating the statement contained in the bid solicitation is not sufficient and items not addressed will be given a score of zero (0).

R #	Point Rated Technical Criteria	Scoring Scheme	Demonstrated Experience - Cross reference to proposal
1.0	Management of Work (Maximum 15 points) Bidder should provide a work plan that describes the management of all deliverables. The work plan should including the following:		
a.	time estimates (5 points)	5 points – Acceptable and complete 3 points – incomplete 0 point - Not addressed / poorly addressed	
b.	Milestones (5 points)	5 points – Acceptable and complete 3 points – incomplete 0 point - Not addressed / poorly addressed	
c.	Workflow (5 points) Flow charts and/or Gantt charts should be used to provide this information.	5 points – Acceptable and complete 3 points – incomplete 0 point - Not addressed / poorly addressed	
2.0	Knowledge and Experience (Maximum 60 points)		
2.1	Bidders should demonstrate their expert knowledge, experience and understanding of instruments, measurement principles, methods, and problems for each of the measurement types in the routine deliverables listed below. (33 points):		
a.	daily precipitation chemistry	5 points	
b.	daily filter pack gases and particles	5 points	
c.	continuous ozone	5 points	
d.	continuous NO/NO _y /NO ₂	2 points	
e.	continuous SO ₂ ,	2 points	
f.	continuous NH ₃	2 points	
g.	continuous total gaseous mercury	5 points	
h.	continuous PM2.5	2 points	
i.	daily dichotomous PM	2 points	
j.	daily PM2.5 speciation	3 points	
2.2	Computer Programming Experience Sample of SAS® programs that were written by the consulting team for each of the SAS® modules, listed below, will be evaluated for accuracy, efficiency, context and complexity (27 points):		

	Each of the 3 samples (a., b., and c) will be evaluated and will be awarded points as follows (see a,b,c below):		
	<ul style="list-style-type: none"> - 3 points for Accuracy - 2 points for Efficiency - 2 points for Context; and - 2 points for Complexity 		
	Total 9 points maximum		
a.	BASE	9 points	
b.	ACCESS for PC files	9 points	
c.	GRAPH	9 points	
3.0	Approach and Methodology (Maximum 25 points)		
3.1	Bidder should clearly indicate in sufficient detail their understanding of the (a) scope, (b) objective and (c) requirements of the work. The bidder should describe any anticipated problems and provide solutions (10 pts).	10 pts—Bidder clearly describes and understands the requirement 7 pts—Bidder has a reasonable understanding of the requirement 5 pts—Bidder has a basic understanding of the requirement (or a reasonable understanding of some elements only) 0 pts—Bidder has a weak understanding of the requirement (or a basic understanding of some elements only) or does not demonstrate an understanding of the requirement	
3.2	Bidder should clearly describe their <u>approach</u> and <u>proposed methodology</u> to meet the requirements in 3.1 (15 points).	15 points –Approach and methodology clearly describes and understands the requirement and description is clear 10 points—Approach and methodology probably meets requirement or description is unclear with a few details 5 points—Approach and methodology perhaps meet requirement and the description is sometimes unclear 0 points—approach and methodology will not meet requirement or description is often unclear (so approach cannot be determined)	
Total Maximum Points Available: 100 Required Minimum Points: 60			

Attachment 4.2: Bidder's Pricing Table for Price Evaluation.

The pricing and rates proposed on Annex B, Basis of Payment will be used herein for price evaluation. Should there be any discrepancies in the prices or rates, the prices and/or rates on Annex B, Basis of Payment will prevail.

Quantities herein are an estimate only for price evaluation and not a guarantee of work. The prices of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The price used in the evaluation is Total Aggregate Evaluated Price.

The Total Aggregate Evaluated Price is the sum of all the Total Evaluated Prices for the firm period of the contract plus all option periods.

A. Firm Period from date of contract to 31 March 2016 (FY2015/16)

A.1 Firm Requirement:

Item #	Measurement Type	Maximum Number of Site-Years of Data to be Quality Controlled FY2015/16 (A)	Per Site-Year FY2015/16 (B)	Extended Total (A x B)
1.1	Precipitation Chemistry (daily data) (Task 1)	37.5 site years	\$_____	\$_____
1.2	Air Filter Pack Chemistry (daily data) (Task 2)	20.5 site years	\$_____	\$_____
1.3	CAPMoN Ozone (5 minute data) (Task 3a)	21.25 site years	\$_____	\$_____
1.4	Ozone – Auto calibration factor application and finalization on monthly datasets (monthly) (Task 3b)	21.25 site years	\$_____	\$_____
1.5	Total Gaseous Mercury (5 minute data) (Task 4)	5 site years	\$_____	\$_____
1.6	NO ₂ /NO/NO _y Continuous (5 minute data) (Task 5a)	2 site years	\$_____	\$_____
1.7	NH ₃ Continuous (5 minute data) (Task 5a)	2 site years	\$_____	\$_____
1.8	SO ₂ Continuous (5 minute data) (Task 5a)	2 site years	\$_____	\$_____
1.9	PM _{2.5} Speciation - Major ions (daily data: 1 day in 3 sampling regime) (Task 6a)	1 site year	\$_____	\$_____

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TOR- -

CCC No./N° CCC - FMS No/ N° VME

1.10	PM Dichotomous Daily Average Mass and Metals - Fine & Coarse (daily data: 1 day in 3 sampling regime) (Task 7)	7.25 site years	\$ _____	\$ _____
1.11	PM _{2.5} Continuous – Sharp (5 minute data) (Task 8)	16.5 site years	\$ _____	\$ _____
1.12	PM _{2.5} Speciation - EC/OC (daily data: 1 day in 3 sampling regime) (TASK 6b)	1 site year	\$ _____	\$ _____
1.13	NO ₂ /NO/NO _y Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____	\$ _____
1.14	SO ₂ Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____	\$ _____
1.15	Monthly transfer/update duplicate data and QC files used with RDMQ to Environment Canada. (TASK 9)	12 transfers per year	\$ _____	\$ _____

Sum of Extended Total A.1 \$ _____

A.2 Task Authorized Work:

	TASK	Quantity (A)	Unit Price FY2015/16 (B)	Extended Total (A x B)
2.1	RDMQ-Lite focus for CAPMoN data with a one-time report on a 3 month quality control comparison by RDMQ and RDMQ-Lite (TASK 10)	Precipitation Chemistry	\$ _____ Lot Price	
2.2	Training of Environment Canada staff and others on RDMQ and CAPMoN data QC (TASK 11)	Precipitation Chemistry (Max. 6 days)	\$ _____ Per Day	
2.3	Specialized data summaries, analyses and reports (TASK 12)	Maximum 6 days	\$ _____ Per Day	

Sum of Extended Total A.2 \$ _____

Total Evaluated Price for A. Firm Period FY2015/16 \$ _____
(Sum of Extended Total A.1 + Sum of Extended Total A.2)

B. Option – Period from 1 April 2016 to 31 March 2017 (FY2016/17)

B.1 Firm Requirement:

	Measurement Type	Maximum Number of Site-Years of Data to be Quality Controlled in FY2016/17 or deliverable (A)	Per Site-Year FY2016/17 (B)	Extended Total (A x B)
1.1	Precipitation Chemistry (daily data) (Task 1)	38.25 site years	\$_____	\$_____
1.2	Air Filter Pack Chemistry (daily data) (Task 2)	20 site years	\$_____	\$_____
1.3	CAPMoN Ozone (5 minute data) (Task 3a)	21 site years	\$_____	\$_____
1.4	Ozone – Auto calibration factor application and finalization on monthly datasets (monthly) (Task 3b)	21 site years	\$_____	\$_____
1.5	Total Gaseous Mercury (5 minute data) (Task 4)	5 site years	\$_____	\$_____
1.6	NO ₂ /NO/NO _y Continuous (5 minute data) (Task 5a)	2 site years	\$_____	\$_____
1.7	NH ₃ Continuous (5 minute data) (Task 5a)	2 site years	\$_____	\$_____
1.8	SO ₂ Continuous (5 minute data) (Task 5a)	2 site years	\$_____	\$_____
1.9	PM _{2.5} Speciation - Major ions (daily data: 1 day in 3 sampling regime) (Task 6a)	1 site year	\$_____	\$_____
1.10	PM Dichotomous Daily Average Mass and Metals - Fine & Coarse (daily data: 1 day in 3 sampling regime) (Task 7)	8 site years	\$_____	\$_____
1.11	PM _{2.5} Continuous – Sharp (5 minute data) (Task 8)	17 site years	\$_____	\$_____
1.12	PM _{2.5} Speciation - EC/OC (daily data: 1 day in 3 sampling regime) (TASK 6b)	1 site year	\$_____	\$_____
1.13	NO ₂ /NO/NO _y Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$_____	\$_____
1.14	SO ₂ Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$_____	\$_____
1.15	Monthly transfer/update duplicate data	12 transfers per year	\$_____	\$_____

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	and QC files used with RDMQ to Environment Canada. (TASK 9)			
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Sum of Extended Total B.1 \$ _____

B.2 Task Authorized Work:

	Task	Quantity (A)	Unit Price FY2016/17 (B)	Extended Total (A x B)
2.1	RDMQ-Lite focus for CAPMoN data with a one-time report on a 3 month quality control comparison by RDMQ and RDMQ-Lite (TASK 10)	1. Ozone 2. Air Filterpack	\$ _____ Lot Price	\$ _____
2.2	Training of Environment Canada staff and others on RDMQ and CAPMoN data QC (TASK 11)	Air Filterpack (Maximum 6 days)	\$ _____ Per Day	\$ _____
2.3	Specialized data summaries, analyses and reports (TASK 12)	Maximum 6 days	\$ _____ Per Day	\$ _____

Sum of Extended Total B.2 \$ _____

Total Evaluated Price for B. Option Period FY2016/17 \$ _____
(Sum of Extended Total B.1 + Sum of Extended Total B.2)

C. Option – Period from 1 April 2017 to 31 March 2018 (FY2017/18)

C.1 Firm Requirement:

	Measurement Type	Maximum Number of Site-Years of Data to be Quality Controlled in FY2017/18 or deliverable (A)	Per Site-Year FY2017/18 (B)	Extended Total (A x B)
1.1	Precipitation Chemistry (daily data) (Task 1)	38.25 site years	\$ _____	\$ _____
1.2	Air Filter Pack Chemistry (daily data) (Task 2)	20 site years	\$ _____	\$ _____
1.3	CAPMoN Ozone (5 minute data) (Task 3a)	21 site years	\$ _____	\$ _____
1.4	Ozone – Auto calibration factor application and finalization on monthly datasets (monthly) (Task 3b)	21 site years	\$ _____	\$ _____
1.5	Total Gaseous Mercury (5 minute data) (Task 4)	5 site years	\$ _____	\$ _____
1.6	NO ₂ /NO/NO _y Continuous (5 minute data) (Task 5a)	2 site years	\$ _____	\$ _____
1.7	NH ₃ Continuous (5 minute data) (Task 5a)	2 site years	\$ _____	\$ _____
1.8	SO ₂ Continuous (5 minute data) (Task 5a)	2 site years	\$ _____	\$ _____
1.9	PM _{2.5} Speciation - Major ions (daily data: 1 day in 3 sampling regime) (Task 6a)	1 site year	\$ _____	\$ _____
1.10	PM Dichotomous Daily Average Mass and Metals - Fine & Coarse (daily data: 1 day in 3 sampling regime) (Task 7)	8 site years	\$ _____	\$ _____
1.11	PM _{2.5} Continuous – Sharp (5 minute data) (Task 8)	17 site years	\$ _____	\$ _____
1.12	PM _{2.5} Speciation - EC/OC (daily data: 1 day in 3 sampling regime) (TASK 6b)	1 site year	\$ _____	\$ _____

1.13	NO ₂ /NO/NO _y Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____	\$ _____
1.14	SO ₂ Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____	\$ _____
1.15	Monthly transfer/update duplicate data and QC files used with RDMQ to Environment Canada. (TASK 9)	12 transfers per year	\$ _____	\$ _____

Sum of Extended Total C.1 \$ _____

C.2 Task Authorized Work

	Task	Quantity (A)	Unit Price FY2017/18 (B)	Extended Total (A x B)
2.1	RDMQ-Lite focus for CAPMoN data with a one-time report on a 3 month quality control comparison by RDMQ and RDMQ-Lite (TASK 10)	1. PM _{2.5} Continuous 2. Dichotomous	\$ _____ Lot Price	\$ _____
2.2	Training of Environment Canada staff and others on RDMQ and CAPMoN data QC (TASK 11)	Ozone (Maximum 6 days)	\$ _____ Per Day	\$ _____
2.3	Specialized data summaries, analyses and reports (TASK 12)	Maximum 6 days	\$ _____ Per Day	\$ _____

Sum of Extended Total C.2 \$ _____

Total Evaluated Price for C. Option Period FY2017/18 \$ _____
(Sum of Extended Total C.1 + Sum of Extended Total C.2)

D. Option – Period from 1 April 2018 to 31 March 2019 (FY2018/19)

D.1 Firm Requirement:

	Measurement Type	Maximum Number of Site-Years of Data to be Quality Controlled in FY2018/19 or deliverable (A)	Per Site-Year (B)	Extended Total (A x B)
1.1	Precipitation Chemistry (daily data) (Task 1)	38.25 site years	\$_____	\$_____
1.2	Air Filter Pack Chemistry (daily data) (Task 2)	20 site years	\$_____	\$_____
1.3	CAPMoN Ozone (5 minute data) (Task 3a)	21 site years	\$_____	\$_____
1.4	Ozone – Auto calibration factor application and finalization on monthly datasets (monthly) (Task 3b)	21 site years	\$_____	\$_____
1.5	Total Gaseous Mercury (5 minute data) (Task 4)	5 site years	\$_____	\$_____
1.6	NO ₂ /NO/NO _y Continuous (5 minute data) (Task 5a)	2 site years	\$_____	\$_____
1.7	NH ₃ Continuous (5 minute data) (Task 5a)	2 site years	\$_____	\$_____
1.8	SO ₂ Continuous (5 minute data) (Task 5a)	2 site years	\$_____	\$_____
1.9	PM _{2.5} Speciation - Major ions (daily data: 1 day in 3 sampling regime) (Task 6a)	1 site year	\$_____	\$_____
1.10	PM Dichotomous Daily Average Mass and Metals - Fine & Coarse (daily data: 1 day in 3 sampling regime) (Task 7)	8 site years	\$_____	\$_____
1.11	PM _{2.5} Continuous – Sharp (5 minute data) (Task 8)	17 site years	\$_____	\$_____

1.12	PM _{2.5} Speciation - EC/OC (daily data: 1 day in 3 sampling regime) (TASK 6b)	1 site year	\$ _____	\$ _____
1.13	NO ₂ /NO/NO _y Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____	\$ _____
1.14	SO ₂ Continuous – roving at sites with passive samplers (5 minute data) (TASK 5b)	1 site year	\$ _____	\$ _____
1.15	Monthly transfer/update duplicate data and QC files used with RDMQ to Environment Canada. (TASK 9)	12 transfers per year	\$ _____	\$ _____

Sum of Extended Total D.1 \$ _____

D.2 Task Authorized Work:

	Task	Quantity (A)	Unit Price FY2018/19 (B)	Extended Total (A x B)
2.1	RDMQ-Lite focus for CAPMoN data with a one-time report on a 3 month quality control comparison by RDMQ and RDMQ-Lite (TASK 10)	Total Gaseous Mercury	\$ _____ Lot Price	\$ _____ Lot Price
2.2	Training of Environment Canada staff and others on RDMQ and CAPMoN data QC (TASK 11)	Total Gaseous Mercury (Maximum 6 days)	\$ _____ Per Day	\$ _____ Per Day
2.3	Specialized data summaries, analyses and reports (TASK 12)	Maximum 6 days	\$ _____ Per Day	\$ _____ Per Day

Sum of Extended Total D.2 \$ _____

Total Evaluated Price for D. Option Period FY2018/19 \$ _____
(Sum of Extended Total D.1 + Sum of Extended Total D.2)

Total Aggregate Evaluated Price \$ _____
(Sum of Total Evaluated Price (A+B+C+D))

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KM060-141019

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File No. - N° du dossier
TOR- -

Buyer ID - Id de l'acheteur
tor016

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ATTACHMENT 4.3: BASIC INFORMATION FORM

(to be filled in by Bidder)

Bidder's full legal name		
Authorized Representative of Bidder	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003]		
Type of Organization	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
Year Established		
Number of Employees		

Signature of Authorized Representative of Bidder

Name

Signed

Date