



Standards Council of Canada
270 Albert Street, Suite 200
Ottawa ON K1P 6N7
Canada

Subject: Request for Proposal No. 2015-18
Development and Implementation of the Northern Infrastructure Standardization Initiative (NISI) Educational and Training Program

This document represents an invitation to Suppliers to submit proposals to the Standards Council of Canada (SCC) Development and Implementation of the Northern Infrastructure Standardization Initiative (NISI) Educational and Training Program.

Proposals must be received by SCC no later than May, 14, 2015, 15:00 hours. It is the Supplier's responsibility to deliver proposals prior to **the time/ date of bid closing**. Proposals received after 15:00 hours will not be accepted; they will be returned to the sender unopened.

Proposals are to be submitted using the following TWO-ENVELOPE System:

- **ENVELOPE 1 – Descriptive Proposal**

- *NOTE: No financial information is to be included in ENVELOPE 1.*

- **ENVELOPE 2 – Financials**

Each envelope containing the Descriptive Proposal and Financials should be appropriately labelled, sealed and packaged to the attention of the SCC Contracting Authority, as follows:

Label the envelope or package clearly with the term "BID/PROPOSAL", together with the title of the work, and the name and mailing address of your firm. All submissions are to be addressed to:

Standards Council of Canada
ATTENTION: Jennifer Fowler, Contracting Authority
270 Albert Street, Suite 200
Ottawa, ON K1P 6N7

Suppliers are also requested to submit an electronic copy of their proposal and financials to jfowler@scc.ca by the time/date of bid closing. *Any proposal submitted solely by email will not be accepted.* In the event of a discrepancy between the electronic copy of the proposal and the hard copy of the proposal, the hard copy shall prevail.

Questions with respect to the meaning or intent of this process, or requests for correction to any apparent ambiguity, inconsistency or error in the documents, **must be submitted in writing** to Jennifer Fowler at jfowler@scc.ca and must be received **before 12:00 hours (noon) EDT on April 24, 2015**. All answers will be provided in the form of written Addendum to this document and will be posted to Buy and Sell.

The SCC is not obliged to accept the lowest bid and/ or any proposal.

Request for Proposal #2015-18

Checklist of Documents

- APPENDIX A: Acceptance Form**
- APPENDIX B: Statement of Work**
- APPENDIX C: Evaluation Criteria**
- APPENDIX D: Financial Template**

APPENDIX A: ACCEPTANCE FORM

Proposal Submitted by

(Name of Company)

(Complete Address)

GST/HST Number _____ **BIN Number** _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Contact Email Address: _____

1. The Undersigned (hereinafter referred to as “the supplier”) hereby proposes to the Standards Council of Canada (SCC) to furnish all necessary expertise, supervision, materials, equipment and other incidentals necessary to complete to the entire satisfaction of SCC or their authorized representative, the work described in the Statement of Work attached hereto as Appendix “B”.
2. The supplier hereby proposes to perform and complete the work in accordance with the terms and conditions (at the place and in the manner) specified in the following documents:
 - (i) Appendix A - attached and entitled “Acceptance Form”
 - (ii) Appendix B - attached and entitled “Statement of Work”
 - (iii) Appendix D - attached and entitled “Financial Proposal Template”
3. **Period of Services**
 - (i) The service start date is the date that the supplier and SCC agree to commence the work.
 - (ii) The supplier hereby proposes to perform the work commencing on the service start date and completing by March 31, 2016.

4. Financial Proposal

The supplier hereby proposes to perform and complete the work as per the financial outline in their bid.

In the event that the SCC requests the successful supplier to proceed with additional optional modifications or changes to the process, payment for this additional work will be based on the per diem rates quoted in their financial proposal. Authorization to proceed with any additional work will be provided by way of a formal contract amendment.

5. Federal Goods and Services Tax (GST) and Harmonized Sales Tax (HST)

The prices and rates quoted as part of the supplier's proposal are NOT to include any taxes.

6. Payment Schedule

As a result of acceptance of the supplier's proposal, SCC reserves the right to negotiate an acceptable payment schedule prior to the awarding of any contract(s) or amendments.

7. Appropriate Law

Any contract awarded by SCC as a result of SCC RFP#2015-18 shall be governed by and construed in accordance with the laws in force in the Province of Ontario, Canada.

8. Tender Validity

The supplier agree(s) that this Proposal of Services will remain firm for a period of 90 calendar days after **the time/date of bid closing**.

9. Proposal Documents

In response to SCC RFP# 2015-18, the supplier herewith submits:

- A proposal to undertake the work in accordance with the requirements detailed in the following documents:
 - **Two (2) copies** in **Envelope 1** of their Descriptive Proposal documenting their ability to perform the work in accordance with the requirements outlined in the RFP;
 - **Two (2) copies** of their Financials shall be in **Envelope 2**. Only financial information shall be provided in Envelope 2. Envelope 2 will only be opened after the technical evaluation is complete and only if the proposal achieves the minimum merit; and
 - **Two (2) copies** of this Acceptance Form (Appendix A) duly completed and signed in **Envelope 1**.

Proposals that do not contain the requested proposal documentation may be considered incomplete and disqualified.

10. Signatures

The supplier herewith submits this proposal in accordance with the requirements specified in the Request for Proposal documents.

SIGNED, SEALED AND DELIVERED this _____ day of _____, 2015

In the presence of

Per _____
NAME OF COMPANY

Per _____ (Signing Officer and Position) _____ (Signature of Witness)

Per _____ (Signing Officer and Position) _____ (Signature of Witness)

APPENDIX B: STATEMENT OF WORK (SOW)

STATEMENT OF WORK DETAILS	
TITLE	Development and Implementation of the Northern Infrastructure Standardization Initiative (NISI) Educational and Training Program (“the Program”)
SCC Submittal Date	2015-03-31
Bidder Question	Bidders can submit questions via email to jfowler@scc.ca beginning April 6, 2015 and ending April 24, 2015 Responses will be provided to all bidders.
Bidder Return Date	2015-05-14
OBJECTIVE (what is to be achieved)	<p>The Standards Council of Canada (SCC) is soliciting proposals to build capacity and awareness across the north in alleviating risks posed to infrastructure due to a changing climate through the development and implementation of a sustained education and training program. The Program will:</p> <ul style="list-style-type: none"> • provide participants with a thorough understanding of the climate related issues affecting northern infrastructure; and, • provide participants with comprehensive training on northern-relevant standards and other applicable best practices that are designed to help alleviate some of the risks posed to infrastructure due to a changing climate, specifically in areas including but not limited to northern Quebec, Yukon, the Northwest Territories, Nunavut and Nunavik.
BACKGROUND (reasons for the contract, description of the organization, mission, part of a larger project, related documents, related projects,	<p>All regions of Canada are experiencing environmental, social, and economic impacts that can be attributed to climate change. In Canada’s north, warming is taking place at a faster rate than the rest of Canada and quicker than most climate models predicted. Of critical importance to the North in the face of a changing climate is the protection of the region’s infrastructure. There is limited redundancy built into northern infrastructure due, in part, to the associated costs and the complexities that exist in geographically isolated populations.</p> <p>The call for standards to help bolster the resilience of this infrastructure to the impacts of the changing climate was clearly identified in the National Round Table on the Environment and the Economy’s (NRTEE) 2009 report <i>True North: Adapting Infrastructure to Climate Change in</i></p>

Northern Canada. In 2011, SCC responded with the Northern Infrastructure Standardization Initiative (NISI), a project lead by SCC with support from Aboriginal Affairs and Northern Development Canada (AANDC) to develop and promote the deployment of critical standards to address the effects of climate change on new infrastructure, as well as retrofits, maintenance and repairs to existing infrastructure. NISI is one of ten programs delivered and funded under the Adaptation Theme of the Government of Canada's Clean Air Agenda (CAA).

After initial discussions with key northern stakeholders, several focus areas were prioritized and contracts were awarded to develop National Standards of Canada (NSC) in these identified focus areas. The following standards are presently available to Canadians online at no-cost for a period of five-years:

- [CAN/CSA-S500-14](#) - *Thermosyphon foundations for buildings in permafrost regions*
- [CAN/CSA-S501-14](#) - *Moderating the effects of permafrost degradation on existing building foundations*
- [CAN/CSA-S502-14](#) - *Managing changing snow load risks for buildings in Canada's North*
- [CAN/CSA-S503-15](#) - *Community drainage system planning, design, and maintenance in northern communities.*

Work to develop an additional standard related to Geotechnical Site Investigation in Permafrost Regions has also begun and is planned for completion in early 2017.

SCC delivers NISI under the advisement of the established Territorial Assistant Deputy Minister level committee, the Northern Advisory Committee (NAC). Established early in the process, the NAC has been critical in providing guidance, expert advice, relevant feedback, and assurance that the products (i.e. standards and communication materials) developed are the best for northern conditions and situations.

One of the main objectives of NISI is to ensure the practitioners who would benefit from understanding **how to apply** the NISI standards are provided with the necessary training in order for them to readily utilize

	<p>the standards to mitigate climate change risks to infrastructure in Canada's north. While the technical experts tasked with developing the NISI standards made efforts to draft the standards in a process-orientated and readily applicable manner, their effective application is dependent on increased awareness of these standards and a strong understanding of their technical components.</p> <p>With this RFP, SCC aims to secure a successful bidder who has experience developing and promoting educational programs / curriculum that translate technical information into practical teachable units.</p>
<p>SCOPE (range, extent and boundaries of the work, duration of the overall project, etc.)</p>	<p>Key elements of this project must include:</p> <ul style="list-style-type: none"> • Curriculum that provides an understanding of the climate-related issues affecting northern infrastructure; • Comprehensive training on NISI standards, and other best practices, that are designed to help alleviate some of the risks posed to infrastructure due to a changing climate; • A focus on educating current and/or future practitioners on the requirements necessary to properly apply the NISI standards and the broad-spectrum value standards bring to built infrastructure projects; • The Target Audience for this Program are the intended users of the standards including but not limited to community leaders, building operations and maintenance personnel, building contractors, engineers, consultants specialized in built environment, planners, architects, territorial regulators, procurement, licensing and permitting); • Promotion of the Program to facilitate participation, and build awareness and disseminate information relating to the value of the NISI standards, particularly across the north; and • A mechanism to ensure the developed program is able to sustain itself beyond the initial offering <p>Bidders should include the development of classroom and online packages for both teachers and participants.</p> <p>It is anticipated that the educational package would include, but not be limited to:</p> <ul style="list-style-type: none"> • Instructor's package: materials necessary to assist the instructor

	<p>while leading the course (i.e. tests and corresponding answers, PowerPoint presentations, etc.);</p> <ul style="list-style-type: none"> • Participant’s package for in-classroom / instructor-led training sessions: comprised of materials that would benefit participants during in-class room / instructor-led training (i.e. tests / quizzes, summary materials, etc.); • Products for online learning; and • In-field demonstrations and/or simulations <p>Although the Program can be a stand-alone program, the Bidders are encouraged to demonstrate how they could incorporate the Program into existing opportunities (i.e. training courses, existing curriculum, etc.) and provide details on how a NISI curriculum could be integrated.</p> <p>The development of the Program is to be completed by December 31st 2015. The delivery of an initial offering (pilot) of the Program is to be completed by March 31st 2016.</p>
<p>MANDATORY REQUIREMENTS</p>	<p>Mandatory requirements</p> <p>Proposals will be assessed by an SCC Evaluation Committee to determine whether the bids meet the mandatory requirements pertaining to:</p> <ul style="list-style-type: none"> • the bidding organization; and • the project team <p>The Bidding Organization</p> <p>Each Bidder submitting a response to SCC RFP#2015-18 must demonstrate to the satisfaction of the Evaluation Committee that:</p> <ul style="list-style-type: none"> • The Bidding Organization has established connections to Canadian northern communities, northern training networks and/or northern stakeholders / associations that would aim to benefit from training regarding the northern standards; • Education and training is a core business of the Bidding Organization; • The Bidding Organization has the qualification / experience / expertise to develop a comprehensive educational and training

	<p>program; and,</p> <ul style="list-style-type: none"> • Access to qualified teachers/educators/trainers. <p>The successful bidder will be required to acknowledge SCC for its contribution to the development of the program.</p> <p>The Project Team</p> <p>Each Bidder must agree to populate their Project Team with the following mandatory requirements:</p> <ul style="list-style-type: none"> – No more than one (1) Lead Resource / Team Lead with at least five (5) years’ experience in overseeing the development and delivery of educational and training programs; – At least two (2) Additional Resources with at least three (3) years’ experience in delivering educational and training programs. <p><i>**NOTE: Named resources may not be proposed in more than one of the above-noted resource categories.</i></p> <p>As part of its proposal (in response to SCC RFP#2015-18), the Bidder must include the following information for each Team member (resource):</p> <ul style="list-style-type: none"> a) Name of the proposed Team Member and the resource category (Lead Resource / Team Lead or Additional Resources) for which they are proposed. b) A list of qualifications directly related to the requirements of the specific resources category. c) Chronological work experience. d) A detailed list of relevant academic and professional achievements.
TRAVEL	Travel that is anticipated shall be detailed using Appendix D: Financial Proposal Template of SCC RFP#2015-18.
CONSTRAINTS	<ul style="list-style-type: none"> • If, for whatever reason, the Bidder is unable to use the services of any and all individuals who meet the qualifications specified in its proposal, it must provide a replacement with similar qualifications and experience. The Bidder has the option to sub-contract to or

	<p>partner with other organizations for elements of the Deliverables; however, SCC will only contract with the successful Bidder and all Deliverables under this contract will be assumed to be the full responsibility of the Bidder.</p> <ul style="list-style-type: none"> • The Bidder will need to ensure that it has all of the necessary licenses and rights (including licenses and rights from any third parties), authority and approvals to execute, deliver and perform its obligations (Deliverables) related to this Statement of Work, including having all necessary copyrights or other Intellectual Property Rights, in and to the third party materials incorporated in the Deliverables
CLIENT SUPPORT	<ul style="list-style-type: none"> • SCC will avail the successful Bidder of the applicable SCC staff required for knowledge transfer and discussion. • The successful bidder will also be required to prepare brief written progress reports, summarizing the progress every month for the duration of the project.
MEETINGS	<ul style="list-style-type: none"> • It is anticipated that a kick-off meeting between the successful Bidder and SCC staff will be held prior to commencing work. • The successful bidder will be in contact with SCC personnel through all phases of project execution. Meetings, in person or phone, will be scheduled on a monthly and/or as-needed basis to provide updates.
DELIVERABLES	<p>The successful Bidder is expected to deliver the following and in context with the content detailed in the SCOPE section:</p> <p>A. Project Initiation</p> <ul style="list-style-type: none"> i. Detailed work plan, including key milestones and associated completion timelines and budgeted amounts ii. Risk mitigation plan <p>B. Program Development</p> <ul style="list-style-type: none"> i. Establishment of a steering group(s) of stakeholders to develop a program with competency-oriented course content; ii. Research and report on the Target Audience, with appropriate categorization into logical groupings for effective Program design and implementation. Categorization to include group size by region and accessibility; iii. Design the Program, including the development and production of

	<p>the necessary materials and</p> <p>iv. Design and execution of promotional activities to support awareness of and participation in the Program, pre and post implementation</p> <p>C. Delivery and Maintenance</p> <p>i. Delivery of the Program to the Target Audience, directly or via a train-the-trainers program and/or access to qualified educators/trainers in the subject area;</p> <p>ii. Development and delivery of evaluation mechanisms, to ensure:</p> <ul style="list-style-type: none"> a. review of the program of instruction with respect to ongoing quality, relevancy and accuracy; b. overall Program evaluation; c. Program participant feedback with respect to credibility, meaningfulness, and understanding; <p>iii. Report on how existing curriculum opportunities could be leveraged (e.g., training courses, existing curriculum, etc.) and how the Program curriculum could be integrated.</p>
<p>PROPOSAL REQUIREMENTS</p>	<p>Proposals are to be submitted to SCC using the following TWO-ENVELOPE System:</p> <p>A proposal to undertake the work in accordance with the requirements detailed in the following documents, including:</p> <ul style="list-style-type: none"> • Four (4) copies in Envelope 1 of their Technical Proposal documenting their compliance to perform the work in accordance with the requirements outlined in the RFSO; • Two (2) copies of their Financial Proposal using Appendix D: Financial Proposal Template shall be in Envelope 2. Only financial information shall be provided in Envelope 2. Envelope 2 will only be opened after the technical evaluation is complete and only if the proposal achieves the minimum merit; and, • Two (2) copies of this Request for Proposal – Acceptance Form (Appendix A) duly completed and signed in Envelope 1. <p>Proposals that do not contain the requested documentation or deviate</p>

	<p>from the required financial format (as per Appendix D of SCC RFP#2015-18) may be considered incomplete and disqualified.</p>
<p>KEY DEFINITIONS</p>	<p>Bidder:</p> <p>This term refers to the lead organization or organizations under whose name the proposal (response to SCC RFP#2015-18) is being submitted.</p> <p>Canadian North:</p> <p>In keeping with the geographical focus of the Northern Infrastructure Standardization Initiative, this term and, more generally, the term “northern,” refer to northern Quebec, Yukon, the Northwest Territories, Nunavut and Nunavik.</p> <p>Climate-sensitive:</p> <p>This term is used to refer to climate-related considerations/ assumptions that affect the performance of community infrastructure.</p> <p>Community infrastructure:</p> <p>This term is used to differentiate between types of infrastructure that northern communities are typically reliant upon and types of infrastructure that are of a distinctly industrial character.</p> <p>Community infrastructure includes but is not necessarily limited to: water treatment facilities (and elements thereof); water and waste containment facilities (and elements thereof); water collection and distribution networks (and elements thereof); buildings and tank farms (and elements thereof); local roads and bridges (and elements thereof); and, electricity distribution networks (and elements thereof).</p> <p>Industrial infrastructure includes, as an example, pipelines for oil and gas.</p>

	<p>Contract Authority:</p> <p>This term refers to the individual designated as having the authority to manage the request for proposal and contracting processes on behalf of SCC, including facilitating all communication with the Bidders.</p> <p>Course: A unit of study in a subject area identified by a description of activities</p> <p>National Standard of Canada (NSC):</p> <p>A standard prepared or reviewed by an SCC-accredited Standards Development Organization (SDO) and approved by the Standards Council of Canada (SCC). <i>The term “National Standard of Canada” is registered by SCC under the Trade-marks Act.</i></p> <p>Northern Infrastructure Standardization Initiative (NISI)</p> <p>The Northern Infrastructure Standardization Initiative (NISI) is a five year (2011-16) program funded under the Government of Canada’s Clean Air Agenda. Standards Council of Canada (SCC) leads the NISI, in partnership with Aboriginal Affairs and Northern Development Canada (AANDC) under the advisement of the Northern Advisory Committee (NAC). The main deliverables of NISI include the development of new standards intended to strengthen infrastructure in the face of a changing climate, as well as building capacity to ensure these standards are implemented.</p> <p>Northern Advisory Committee (NAC)</p> <p>NAC is comprised of senior government representatives from northern Quebec, Yukon, Northwest Territories, Nunavut, and Kativik (Nunavik).</p> <p>Program: Set of courses required to obtain a specific academic outcome, such as a degree, certificate, diploma, or other recognized qualification.</p>
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	<p>Project Authority:</p> <p>This term refers to the individual designated as having the authority to review and grant acceptance on behalf of SCC of relevant project deliverables and outputs.</p> <p>Lead Resource / Team Lead:</p> <p>This term refers to the representative who will be responsible for overseeing the project as a whole, as opposed to the additional resources(s) who will be responsible for day-to-day project implementation.</p> <p>Standards Development Organization (SDO)</p> <p>An organization, or part thereof, accredited by SCC, that accepts responsibility for the development, approval, publication and maintenance of standards.</p> <p>Subject Areas: For the purposes of this document, subject areas include standards related guidance, northern relevant linkages, climate change impacts / adaptation measures, and built infrastructure.</p>
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APPENDIX C: Technical Evaluation Criteria

Technical Evaluation Process

The technical evaluation will consist of four (4) parts:

1. A determination of the compliance of each bid with the mandatory requirements stated in Appendix C: Technical Evaluation Criteria, Part A.
2. Each proposal that meets the stated mandatory requirements will be evaluated against the point-rated technical selection criteria. Bidders must achieve a minimum score of 70% (81 points of a possible 116 points) for the point-rated technical criteria as stated in the Appendix C: Technical Evaluation Criteria, Part B. Only proposals meeting these requirements will be considered.
3. In the financial evaluation, tendered prices of the qualified bids will be computed as stated in the Appendix D: Financial Proposal Template.
4. The highest-ranked Bidder(s) will be determined using the highest combined rating of technical merit (70%) and cost (30%).

An Evaluation Committee, consisting of three (3) SCC representatives and one (1) external representative will be formed to assess all bids received in response to SCC RFP#2015-18. All bids will be treated anonymously to ensure fair evaluation. The committee will be dissolved subsequent to the successful completion of their duties in selecting the Bidder(s) with whom SCC will contract for the delivery of the ***Development and Implementation of the Northern Infrastructure Standardization Initiative (NISI) Educational and Training Program***

PART A: Mandatory Requirements

The SCC Evaluation Committee will assess all proposals submitted in response to SCC RFP#2015-18 against the mandatory requirements specified in Appendix B: Statement of Work.

Only those proposals that are judged by the Evaluation Committee to have met all stipulated mandatory criteria will receive further consideration.

PART B: Point-Rated Requirements

Each proposal must demonstrate to the satisfaction of the Evaluation Committee that all stipulated mandatory requirements can be substantiated through the evaluation of the point-rated requirements in the following four categories:

- i) Experience / Competence of the Bidding Organization (min. 28/39 points);
- ii) Project Team/ Resource Experience (min. 17/24 points);
- iii) Program Development (min. 32/45 points);
- iv) Quality of the Proposal (min. 5/8 points).

The point-rated requirements correspond to specific criteria, which have been identified as forming the basis for the accumulation of points in each of the five categories. **Those proposals that are judged by the Evaluation Committee as not having obtained the minimum number of points, in each of the four point-rated categories, will be disqualified.**

i) Experience / Competence of the Bidding Organization

The Evaluation Committee will assess the experience and competence of the Bidding Organization (“the Bidder”) with respect to RFP#2015-18, in regards to developing and implementing educational and training programs that have a focus on relevant and relatable subject areas including: standards; northern-relevant; climate change impacts / adaptation measures; and / or built infrastructure.

The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The same example may be used to meet various criteria, but must be revised accordingly to highlight the context within which it applies. The basis for scoring each criterion is provided in the table below.

The Bidder must achieve a minimum of 28/39 points in this category in order for their proposal to be further considered.

Criterion	Basis for Scoring	Possible Points
1. The Bidder is asked to provide one (1) example per subject area that demonstrates they are currently or have previously been involved in the development of curriculum pertaining to one or more of the following subject areas: <ul style="list-style-type: none"> a. Standards related guidance; b. Northern relevant; c. Climate change impacts / adaptation 	Points will be awarded as follows: <ul style="list-style-type: none"> - One (1) points may be awarded for each example provided (i.e. one example per subject area) related to the one of the following subject areas (<i>Maximum four (4) points</i>); <ul style="list-style-type: none"> • Standards related • Northern-relevant • Climate change impacts / adaptation measures • Built infrastructure - One (1) additional point may be given to each of the examples if the curriculum / 	10

Criterion	Basis for Scoring	Possible Points
<p>measures; d. Built infrastructure.</p>	<p>course has been developed in the last two (2) years (i.e. is current) (<i>Maximum four (4) points</i>).</p> <p>- Two (2) additional point(s) may be awarded if the example / curriculum combine two or more of the subject areas (<i>Maximum two (2) points</i>).</p>	
<p>2. The Bidder is asked to provide two (2) examples that demonstrate they currently or have previously delivered training / education programming</p>	<p>Points will be awarded as follows:</p> <p>-One (1) point may be awarded for each relevant example provided (<i>Maximum two (2) points</i>).</p> <p>-One (1) additional point may be awarded if the training / education program relates to the following subject areas (<i>Maximum two (2) points</i>);</p> <ul style="list-style-type: none"> • Standards related • Northern-relevant • climate change impacts / adaptation measures • built infrastructure <p>-One (1) additional point will be given to each of the examples if the curriculum / course has been delivered in the last two (2) years (i.e. is current) (<i>Maximum two (2) points</i>).</p>	6
<p>3. The Bidder is asked to provide five (5) examples that demonstrate their competency to develop diverse methods of delivery for educational materials (i.e. online webinar, training videos, informational guides, etc.)</p>	<p>Points will be awarded as follows:</p> <p>- One (1) point may be awarded for demonstrating competency in developing diverse methods of delivery for materials (<i>Maximum five (5) points</i>)</p> <p>- One (1) additional point may be awarded if the material is related to any</p>	12

Criterion	Basis for Scoring	Possible Points
	<p>of the subject areas (Standards related, Northern-relevant, climate change impacts / adaptation measures, built infrastructure) (<i>Maximum five (5) points</i>).</p> <ul style="list-style-type: none"> - Two (2) additional points may be awarded for the development of diverse methods of delivery deemed to be innovative or creative. (<i>Maximum two (2) points</i>). 	
<p>4. The Bidder is asked to provide up to three (3) examples that demonstrates proactive relationships / networks with other organizations / associations that would be considered assets / sources of expertise to ensure the successful development and/or delivery of the training program, particularly across the north.</p>	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - One (1) point may be awarded if the example convincingly demonstrates proactive relationships within the past two (2) years (<i>Maximum three (3) points</i>) - One (1) additional point may be awarded for each example if the relationship involves collaboration related to one or more of the subject areas (Standards related, Northern-relevant, Climate change impacts / adaptation measures, Built infrastructure) (<i>Maximum three (3) points</i>) 	6
<p>5. The Bidder is asked to provide a risk management strategy and plan for this project, that includes a contingency planning process and provide up to two (2) examples for how this process has been effective in the past.</p>	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - One (1) point may be awarded for the provision of risk management strategy and plan (<i>Maximum one (1) point</i>). - Up to two (2) additional points may be awarded for a comprehensive risk management plan (<i>Maximum two (2) points</i>). - One (1) point may be awarded for each 	5

Criterion	Basis for Scoring	Possible Points
	relevant example provided (<i>Maximum two (2) points</i>).	
Total Possible Points		39

ii) Project Team/Resource Experience

The Evaluation Committee will assess the experience and competence of the Bidder’s proposed Project Team members with respect to the range of activities required for this project in context of RFP#2015-18.

The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The same example may be used to meet various criteria, but must be revised accordingly to highlight the context within which it applies. The basis for scoring each criterion is provided in the table below.

NOTE: *As per the mandatory requirements, no more than one Lead Resource and two Additional Resources with the requisite number of years and scope of experience (specified in Appendix B), are to be included.*

The Bidder must achieve a minimum of 17/24 points in this category in order for their proposal to be further considered.

Resource Category	Criterion	Basis for Scoring	Possible Points
1. Lead Resource / Team Lead	The Bidder is asked to provide up to three (3) examples that demonstrates the proposed lead resource / team lead has significant experience with oversight in the management and finances for the development and delivery of a training	Points will be awarded as follows: - One (1) point may be awarded for each example that convincingly demonstrates the resource has had oversight for a project that delivered products not directly related to	10

Resource Category	Criterion	Basis for Scoring	Possible Points
	program.	<p>the identified subject areas (Standards related, Northern-relevant, Climate change impacts / adaptation measures, Built infrastructure). <i>(Maximum three (3) points).</i></p> <p>- Two (2) additional points may be awarded for each example that the resource had oversight for a project that delivered products directly related to the identified subject areas (Standards related, Northern-relevant, Climate change impacts / adaptation measures, Built infrastructure). <i>(Maximum six (6) points).</i></p> <p>- One (1) additional point may be awarded if the resource has at least (5) years of experience with the oversight of logistics and finances for the development and delivery of a training program. <i>(Maximum one (1) point).</i></p>	
2. Lead Resource / Team Lead	The Bidder is asked to provide three (3) current examples (from within the past five (5) years) that demonstrate the Lead	Points will be awarded for examples of liaisons with government and industry stakeholders as follows:	6

Resource Category	Criterion	Basis for Scoring	Possible Points
	<p>Resource / Team Lead served as a primary liaison for the purposes of developing and/or implementing a training program between their organization and at least one of the following organizational categories:</p> <ul style="list-style-type: none"> • federal, provincial / territorial, and municipal levels; • professional association(s); and, • other relevant stakeholders (i.e. SDOs, Northern community groups). 	<ul style="list-style-type: none"> - One (1) point may be awarded for each example that convincingly demonstrates the liaison was of a sustained nature, and resulted in the increased success of the development and/or delivery of the training program (<i>Maximum 3 points</i>). - One (1) additional point may be awarded for each example that convincingly demonstrates the relationship was related to / involved one or more of the identified subject areas (<i>Maximum 3 points</i>). <p>Note: Responses must be limited to one example per type of organization (i.e. federal, municipal, associations, etc.) In cases where more than one example per type of organization categories is given, only the first will be scored.</p>	
3. Additional Resource (Resource #1)	The Bidder is asked to provide up to two (2) examples that demonstrates the proposed “ Additional Resource ” has significant involvement	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - One (1) point may be awarded for each example that 	4

Resource Category	Criterion	Basis for Scoring	Possible Points
	with the delivery of training program. The Bidder is asked to identify the proposed role of the additional resource in the program.	<p>convincingly demonstrates the resource had oversight for a project that delivered products not directly related to the identified subject areas within the past five (5) years. (<i>Maximum two (2) points</i>).</p> <ul style="list-style-type: none"> - One (1) point may be awarded for each example that the resource had oversight for a project that delivered products directly related to the identified subject areas (<i>Maximum two (2) points</i>). 	
4. Additional Resource (Resource #2)	The Bidder is asked to provide up to two (2) examples that demonstrates the proposed “ Additional Resource ” has significant involvement with the delivery of a training program. The Bidder is asked to identify the proposed role of the additional resource in the program.	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - One (1) point may be awarded for each example that convincingly demonstrates the resource had oversight for a project that delivered products not directly related to the identified subject areas within the past five (5) years. (<i>Maximum two (2) points</i>). - One (1) point may be awarded for each example that the resource had oversight for a project that delivered products 	4

Resource Category	Criterion	Basis for Scoring	Possible Points
		directly related to the identified subject areas (<i>Maximum two (2) points</i>).	
Total Possible Points			24

iii) Program Development

Evaluation of each Bidder's proposed program development process will be based on the Bidder's description of how its existing processes will be used to best meet the needs of northerners and the NISI.

In particular the Evaluation Committee will assess the suitability of the proposed program development process to ensure it meets the overall objectives of NISI. **The Bidder must provide examples that demonstrate the extent to which they meet each criterion.** The basis for scoring with respect to each criterion is also provided in the table below.

In order for a proposal to receive further consideration the overall score for this section of the proposal must be 32/45.

Phase of Project	Criterion	Basis for Scoring	Possible Points
1. Project Initiation	<ul style="list-style-type: none"> The Bidder is asked to provide a detailed proposed work plan for developing and delivering (at minimum) one (1) pilot session on / before March 31st 2016. This plan should include, but is not limited to: service start date, key dates for having resources in place, any milestones / critical path dates, budgeted amounts, various assumptions, and highlight risk. 	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - Up to five (5) points may be awarded if the schedule omits main elements of the critical path and is grossly unrealistic with respect to the duration of various activities; - Up to seven (7) points may be awarded if the schedule addresses nearly all elements of the critical path but with certain assumptions that appear unrealistic and are not justified in a way to suggest otherwise; - Up to ten (10) points may be awarded if the schedule addresses all main elements 	10

Phase of Project	Criterion	Basis for Scoring	Possible Points
		of the critical path and timelines and assumptions are reasonable.	
2. Program Development	<p>The Bidder is asked to describe key steps relating to, at a minimum:</p> <ul style="list-style-type: none"> • Establishment of a steering group(s) of stakeholders to develop a program with competency-oriented courses; • Development and production of the necessary materials (e.g., educator/trainer package, participant's package, online resources, and in-field demonstrations and/or simulations). • Implementation of train-the-trainers programming and/or access to qualified educators/trainers in the subject area. • The credibility, meaningfulness, and understanding by students/trainees, educators/trainers, employers, and the general public of the credential awarded following the successful completion of the program. • Its program accreditation or recognition by regulatory and/or voluntary external bodies. • Its intentions to implement a personnel 	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - Up to five (5) may be awarded for a basic plan that provides minimal descriptions for activities anticipated for program development phase. - Up to seven (7) may be awarded for an adequate plan that has suitable descriptions for activities anticipated for program development phase. - Up to thirteen (11) points may be awarded for exceptional plans that provide excellent descriptions for the activities anticipated for program development phase. - Up to two (2) additional points will be awarded for plans that reflect the particularities of the northern context and credibility, meaningfulness, and understanding by students/trainees, educators/trainers, employers, and the general public of the credential awarded following the successful completion of the program. - - Up to two (2) additional 	15

Phase of Project	Criterion	Basis for Scoring	Possible Points
	<p>certification program and whether the program would be designed and implemented according to ISO/IEC 17024:2012 (or another standard), and whether third-party accreditation, or another conformity assessment solution, for that program would be sought.</p>	<p>points will be awarded for plans that define its program accreditation or recognition by regulatory and/or voluntary external bodies; and would implement a personnel certification program designed and implemented according to ISO/IEC 17024:2012 (or another standard) or another conformity assessment solution for the program.</p>	
<p>3. Delivery and Program Maintenance</p>	<p>The Bidder is asked to describe key steps relating to, at a minimum, but not limited to the following activities:</p> <ul style="list-style-type: none"> • Mechanism established for the review of the program of instruction to ensure ongoing quality, relevancy and currency. • Access to targeted audience (e.g., those persons currently or who may in the future be responsible for implementing standards in Northern communities), including appropriate categorization into logical groupings such as group size, region and accessibility. • Design and execution of promotional activities to raise awareness of and encourage participation in the Program, pre and post 	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - Up to five (5) points may be awarded for a basic plan that provides minimal descriptions of activities anticipated for Delivery and Program Maintenance phase - Up to seven (7) points may be awarded for an adequate plan that provides suitable descriptions for activities anticipated for Delivery and Program Maintenance phase - Up to thirteen (13) points may be awarded for exceptional plans that provide excellent descriptions for the activities anticipated for Delivery and Program Maintenance phase. - Up to two (2) additional points may be awarded for plans that reflect the particularities of the northern context. 	<p>20</p>

Phase of Project	Criterion	Basis for Scoring	Possible Points
	<p>implementation.</p> <ul style="list-style-type: none"> • Delivery of training opportunities to targeted audience • Ensure instruction of the training program and the Program overall is subject to evaluation with respect to ongoing quality, relevancy and accuracy. Program participant feedback with respect to credibility, meaningfulness and understanding is to be solicited. • Demonstrated consideration and planning to ensure the developed program is able to sustain itself beyond an initial offering. 	<ul style="list-style-type: none"> - Up to two (2) additional points may be awarded if the Bidder is able to demonstrate how this training program can be integrated into existing program / curriculum. - Up to two (3) additional points may be awarded if the Bidder is able to demonstrate how this training program can be developed to sustain itself beyond the initial offering. 	
Total Possible Points			45

iv) Quality of the Proposal

The Evaluation Committee will assess the quality of the proposal to determine whether the information organized within the proposal, is presented in a clear and comprehensive manner.

In order for a proposal to receive further consideration, the total score for this section must be no lower than 5/8.

Criterion	Attribution of Points	Possible Points
The Bidder is asked to: assure that material within the proposal is formatted, organized and written in such a way as to make clear to the reviewer where responses to the mandatory and point-rated requirements are located;	<p>Points will awarded as follows:</p> <ul style="list-style-type: none"> - One (1) point may be awarded if the proposal is disorderly and/or difficult to read; - Up to five (5) points may be awarded if the proposal is generally well organized and written; - Up to eight (8) points may be 	8

Criterion	Attribution of Points	Possible Points
and, clearly identify different elements of the proposal.	awarded if the proposal is extremely well-organized and written.	
Total Possible Points		8

TOTAL POSSIBLE POINTS FOR THE TECHNICAL PROPOSAL:

Maximum points for “Experience / Competence of the Bidding Organization” = 39 +

Maximum points for “Project Team/Resource Experience” = 24 +

Maximum points for “Program Development” = 45 +

Maximum points for “Quality of the Proposal” = 8

Total Possible Points = 116 points

***81 of the possible 116 points must be achieved (70%) in order for the financial elements of the bid to be evaluated.**

APPENDIX D – FINANCIAL PROPOSAL TEMPLATE

**DEVELOPMENT OF A NISI EDUCATIONAL AND TRAINING PROGRAM
FINANCIAL PROPOSAL - COST OF SERVICES**
(Cdn \$, excluding tax)

CATEGORY	DELIVERABLES	Quantity	Unit	Rate	Amount
Project Initiation	Travel Costs		travellers		\$ -
	Meeting Costs		meetings		\$ -
	Professional Labour Costs		days		\$ -
	Other Costs (provide explanation)		each		\$ -
	Sub-Total				\$ -
Program Development	Travel Costs		travellers		\$ -
	Meeting Costs		meetings		\$ -
	Establishment of Steering Committee				\$ -
	Target Audience report				\$ -
	Program Design				\$ -
	Promotional Activities				\$ -
	Other Costs (provide explanation)		each		\$ -
	Sub-Total				\$ -
	Travel Costs		travellers		\$ -
	Meeting Costs		meetings		\$ -
Delivery & Program Maintenance	Program Delivery				\$ -
	Evaluation Mechanisms				\$ -
	Program Integration				\$ -
	Other Costs (provide explanation)				\$ -
TOTAL	Sub-Total				\$ -

- NOTES**
- 1 Travel Costs - individual traveller costs
 - 2 Meeting Costs - any and all direct costs related to the hosting of external meetings
 - 3 Professional Labour Costs - employees or sub-contractor employees - professional time - estimated days times a daily rate
 - 4 SCC believes that given the scope, deliverables and timelines associated with this project, that the Total financial proposal will be in the range of Cdn \$ 250,000 to \$350,000. This is a fixed price financial proposal.
 - 5 Any and all modifications to the scope of the project will require the parties to mutually agree, resulting in a formal amendment to the underlying contract
 - 6 SCC will pay based on its acceptance of the above deliverables as they are completed