



**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION / SOUMISSION**

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

**Bids must be submitted by email and must be  
submitted ONLY to the following email address:**

**Les soumissions doivent être présentées par courriel  
et UNIQUEMENT à l'adresse suivante :**

soumission.bid@aadnc-aandc.gc.ca

**REQUEST FOR PROPOSALS  
DEMANDE DE PROPOSITION**

**Proposal to DIAND:**

We hereby offer to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indian Affairs and Northern Development, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux MAINC:**

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

<b>Bidder - Soumissionnaire</b>
Name - Raison sociale
Address - Adresse
Telephone Number - Numéro de téléphone
GST/HST Number - Numéro de la TPS/TVH
QST Number - Numéro de la TVQ

Title - Titre <b>Executive Secretary of the Arctic Council's Sustainable Development</b>	
Solicitation Number - Numéro de l'invitation <b>1000167448</b>	
Date (YYYYMMDD) - Date (AAAAMMJJ) <b>2015-04-08</b>	
Solicitation Closes - L'invitation prend fin At - À <b>3:00 p.m.</b>	Time Zone - Fuseau horaire  Eastern Daylight Time (EDT)
On (YYYYMMDD) - Le (AAAAMMJJ) <b>2015-05-19</b>	
<b>Contracting Authority - L'autorité contractante</b>	
Name - Nom <b>Véronique Larose</b>	
Telephone Number - Numéro de téléphone <b>(819) 934-2130</b>	
Facsimile Number - Numéro de télécopieur <b>(819) 953-7721</b>	
Email Address - Courriel <b>Veronique.Larose@aadnc-aandc.gc.ca</b>	
Destination(s) of Services - Destination(s) des services <b>Gatineau, Québec Canada</b>	
Security - Sécurité <b>THIS REQUEST DOES NOT INCLUDE SECURITY PROVISIONS</b>	
<b>Instructions:</b> See Herein - Voir aux présentes	
<b>Delivery Required - Livraison exigée</b> See Herein - Voir aux présentes	
<b>Person Authorized to sign on behalf of Bidder Personne autorisée à signer au nom du soumissionnaire</b>	
Name - Nom	
Title - Titre	

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**TITLE** Executive Secretary of the Arctic Council's Sustainable Development Working Group.

## **PART 1 - GENERAL INFORMATION**

### **1. Statement of Work**

The Work to be performed is detailed at Annex "A".

### **2. Greening Government Operations**

In April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Department of Indian Affairs and Northern Development (DIAND) procurements will be including more demanding environmental criteria to encourage product/service suppliers to improve their operations to reduce their negative impact on the environment.

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders must make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person as determined by Canada.

### **4. Office of the Procurement Ombudsman (OPO)**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise concerns regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. Additional information on the services of the OPO is available at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### **5. Trade Agreements**

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 the Agreement on Internal Trade (AIT).

## 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 with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Department of Indian Affairs and Northern Development (DIAND);
- b) Section 03 is amended as follows:  
  
Delete: "Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16"
- c) Section 05, Subsection 2, is amended as follows and renumbered accordingly: :  
Delete: d. "send its bid only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation. The facsimile number and related instructions for bids transmitted by facsimile are provided in section 08";  
Insert: d. send its bid only to the Bid Receiving Address specified on page 1 of the bid solicitation;  
  
Delete: e. "ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the bid"
- d) Section 05, Subsection 4 is amended as follows:  
  
Delete: 60 days  
  
Insert: 180 days
- e) Section 08 is amended as follows:  
  
Delete: Subsections 1 - 3  
  
Insert: Due to the nature of the bid solicitation, bids transmitted by facsimile to DIAND will not be accepted.
- g) Section 12, Subsection 1 is amended as follows and renumbered accordingly:  
Delete:
  - a. "the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;

- b. an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform”;
  - h) Section 17, Subsection 1 c) is revised as follows:
  - i)
    - c) the name of the representative of the joint venture who will be named as the Lead Member in any resulting contract, i.e. the member chosen by the other members to act on their behalf, if applicable;
  - j) Section 17, Subsection 3 is amended as follows:
  - k)
    - Delete: “The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.”
    - Insert: “The bid must be signed by all the members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.”
  - j) Section 20, is amended as follows:
    - Delete: Subsection 2.
- 2. Submission of Bids**
- 2.1** Bids (and any amendments thereto) must be submitted only by Email to the Department of Indian Affairs and Northern Development (DIAND) Bid Receiving Address by the date and time indicated on page 1 of the bid solicitation. DIAND will not assume responsibility for bids (and any amendments thereto) directed to any other locations. Bids submitted by any other means will not be accepted.
- 2.2** The total size of the Email, including all attachments, must not exceed 15 megabytes (MB). It is solely the Bidder’s responsibility to ensure that the total size of the Email does not exceed this limit.
- It is important to note that Email systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of Emails. It is solely the Bidder’s responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

## 2.3 Email Submissions

In the Email containing their proposal, Bidders must clearly identify the RFP number in the Subject Line and must clearly identify the following in the body of the Email:

- Contracting Authority
- Closing Date:
- Bidder's Name and Address
- *"Tender Documents Attached"*

## 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

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

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

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

### **Former Public Servant in Receipt of a Pension**

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **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.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid as separate attachments to their Email as follows:

Attachment I: Technical Bid in PDF format

Attachment II: Financial Bid in PDF format

Attachment III: Certifications

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry 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**

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex "B". The total amount of Applicable Taxes must be shown separately.

#### **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 and members of the Arctic Council will evaluate the bids.

**1.1 Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

The Mandatory Criteria listed below will be evaluated on a simple Pass/Fail (i.e. responsive/non-responsive (compliant/non-compliant) basis. Bidders who fail to meet one of the Mandatory Criteria will be deemed non-responsive and given no further consideration.

Bids must demonstrate compliance with all of the Mandatory Requirements and must provide the necessary documentation to support compliance.

<b>Bidder Name:</b>				
<b>Item</b>	<b>Mandatory Technical Criteria</b>	<b>Proposal Ref. Pg. #</b>	<b>Reserved for DIAND</b>	
			<b>Pass</b>	<b>Fail</b>
<b>M1</b>	The proposal must identify one (1) candidate under this RFP. The submission is to consist of a written proposal that facilitates a clear and straightforward evaluation based on the information requested. The candidate must include their current curriculum vitae (CV) in their Proposal. At a minimum, the candidate must have earned a Bachelor's degree from a recognized university. A copy of the university degree or an official transcript with the university seal must be provided.			
<b>M2</b>	<p>The candidate must demonstrate, through their proposal, a minimum of five (5) years experience in the past ten (10) years providing strategic, logistical, administrative, and technological support. Consistent with the Statement of Work, this experience must include:</p> <ul style="list-style-type: none"> <li>• Providing strategic support and advice to advance organizational priorities and initiatives;</li> <li>• Managing communications to advance priorities in a multilateral environment with diverse perspectives;</li> <li>• Developing and ensuring the timely submission of professional, documents, including correspondence, briefings, presentations, reports, and outreach materials;</li> <li>• Planning and organizing multi-stakeholder meetings under a professional setting;</li> <li>• Managing and archiving of records and documents, including meeting and project documents;</li> </ul>			

	<ul style="list-style-type: none"> <li>Working with emerging technologies for promotional work, including experience with managing websites;</li> <li>Demonstrated examples of interpersonal skills including working collaboratively with Indigenous Peoples or with culturally diverse groups of stakeholders;</li> <li>Demonstrated examples of providing organizational efficiency and improving workflow;</li> <li>Demonstrated examples of judgment and quality work in a multi-stakeholder setting</li> </ul>			
<b>M3</b>	The candidate must include within their bid one (1) sample of their written work (maximum 1000 words).			
<b>M4</b>	The candidate must include within their bid one (1) completed M3 Reference Form, with affirmative responses. (Annex "C")			
<b>M5</b>	The candidate must include within their bid two (2) completed M4 Reference Forms, completed by two (2) impartial references. The form must affirm that the candidate satisfactorily managed a project of at least six (6) months in duration within the past five (5) years, with "yes" answers to each question. The Reference Forms must be for two separate projects. (Annex "D")			

### 1.1.2 Point Rated Technical Criteria

Proposals meeting all mandatory technical criteria will be evaluated and point rated against the following point rated technical criteria, using the evaluation factors and weighting indicators specified for each criterion.

<b>Bidder Name:</b>					
<b>Item</b>	<b>Point Rated Technical Criteria</b>	<b>Proposal Ref. Pg. #</b>	<b>Reserved for AANDC</b>		<b>Evaluation Factors</b>
			<b>Minimum Score</b>	<b>Maximum Score</b>	
<b>R1</b>	Experience in providing strategic support and advice to advance organizational priorities.		5	10	<p><b>9-10 points</b> The response demonstrates direct experience, including two (2) or more relevant examples relating to Sustainable Development and/or the circumpolar North.</p> <p><b>7-8 points</b> The response demonstrates direct experience including an example relating to Sustainable Development and/or the circumpolar North.</p> <p><b>5-6 points</b> The response demonstrates relevant</p>

					<p>experience.</p> <p><b>0-4 points</b> The response demonstrates little or no experience or knowledge related to R1.</p>
<b>R2</b>	Experience in managing communications to advance priorities in a multilateral environment with diverse perspectives.		5	10	<p><b>9-10 points</b> The response demonstrates direct, firsthand experience working in an international and multi-lateral environment.</p> <p><b>7-8 points</b> The response demonstrates direct, firsthand experience working in a multi-lateral environment.</p> <p><b>5-6 points</b> The response demonstrates relevant experience.</p> <p><b>0-4 points</b> The response demonstrates little or no experience or knowledge related to R2.</p>
<b>R3</b>	Experience in developing and ensuring the timely submission of professional, documents, including correspondence, briefings, presentations, reports, and outreach materials.		5	10	<p><b>9-10 points</b> The response demonstrates direct, firsthand experience, with one (1) or two (2) relevant examples in an international setting.</p> <p><b>7-8 points</b> The response demonstrates direct, firsthand experience with one (1) or two (2) relevant examples in a domestic setting.</p> <p><b>5-6 points</b> The response demonstrates relevant experience.</p> <p><b>0-4 points</b> The response demonstrates little or no experience or knowledge related to R3.</p>

<b>R4</b>	Experience in planning and organizing multi-stakeholder meetings under a professional setting.		5	10	<p><b>9-10 points</b> The response demonstrates direct, firsthand experience, with one (1) or two (2) relevant examples in an international setting.</p> <p><b>7-8 points</b> The response demonstrates direct, firsthand experience with one (1) or two (2) relevant examples in a domestic setting.</p> <p><b>5-6 points</b> The response demonstrates experience with one (1) or two (2) examples.</p> <p><b>0-4 points</b> The response demonstrates little or no experience or knowledge related to R4.</p>
<b>R5</b>	Experience in managing and archiving of records and documents, including meeting and project documents.		5	10	<p><b>9-10 points</b> The response demonstrates direct, firsthand experience, with two (2) or more relevant examples.</p> <p><b>7-8 points</b> The response demonstrates direct, firsthand experience with a relevant example.</p> <p><b>5-6 points</b> The response demonstrates relevant experience.</p> <p><b>0-4 points</b> The response demonstrates little or no experience or knowledge related to R5.</p>
<b>R6</b>	Experience working with emerging technologies for promotional work, including experience with managing websites.		5	10	<p><b>9-10 points</b> The response demonstrates direct, firsthand experience with website maintenance, including liaising with webmasters, correspondence with users, and analysis of web traffic and analytics. The</p>

					<p>response demonstrates direct knowledge of online collaboration tools including social media.</p> <p><b>7-8 points</b> The response demonstrates experience with website maintenance, including liaising with webmasters, correspondence with users, and analysis of web traffic and analytics. The response demonstrates direct knowledge of online collaboration tools including social media.</p> <p><b>5-6 points</b> The response demonstrates limited experience.</p> <p><b>0-4 points</b> The response demonstrates little or no experience or knowledge related to R6.</p>
<b>R7</b>	The bidder demonstrates examples of excellent interpersonal skills including working collaboratively with Indigenous Peoples or with culturally diverse groups of stakeholders.		5	10	<p><b>9-10 points</b> The response demonstrates direct, firsthand experience, with one (1) or two (2) relevant examples in a circumpolar setting.</p> <p><b>7-8 points</b> The response demonstrates direct, firsthand experience with one (1) or two (2) relevant examples in a circumpolar and/or domestic setting.</p> <p><b>5-6 points</b> The response demonstrates experience with examples.</p> <p><b>0-4 points</b> The response demonstrates little or no experience or knowledge related to R7.</p>

R8	The Bidder demonstrates examples of providing organizational efficiency and improving workflow.		5	10	<p><b>9-10 points</b> The response demonstrates direct, firsthand experience, with two (2) or more relevant examples.</p> <p><b>7-8 points</b> The response demonstrates direct, firsthand experience with a relevant example.</p> <p><b>5-6 points</b> The response demonstrates some experience.</p> <p><b>0-4 points</b> The response demonstrates little or no experience or knowledge related to R8.</p>
R9	The Bidder demonstrates examples of judgment and quality work in a multi-stakeholder setting.		5	10	<p><b>9-10 points</b> The response demonstrates direct, firsthand experience, with one (1) or two (2) relevant examples in an international setting.</p> <p><b>7-8 points</b> The response demonstrates direct, firsthand experience with one (1) or two (2) relevant examples in a domestic setting.</p> <p><b>5-6 points</b> The response demonstrates experience with one (1) or two (2) examples.</p> <p><b>0-4 points</b> The response demonstrates little or no experience or knowledge related to R9.</p>
R10	Submission of one (1) sample of written work (maximum 1000 words).		5	10	<p><b>9-10 points</b> Text written by the proposed resource is comprehensible, concise, and free of errors related to spelling, grammar, and syntax.</p> <p><b>6-8 points</b> Text written by the proposed resource is</p>

					comprehensible and avoids major errors related to spelling, grammar, and syntax. <b>0-5 points</b> Text written by the proposed resource is generally comprehensible but includes numerous errors.
<b>R11</b>	Submission of a quality proposal with a format and clarity that facilitates a clear and straightforward evaluation based on the information requested.		5	10	<b>9-10 points</b> The formatting and pagination of the proposal is logical, concise, and consistent. Text written by the proposed resource is comprehensible and free of errors related to spelling, grammar, and syntax. <b>6-8 points</b> The formatting and pagination of the proposal is generally logical and concise, with some inconsistencies. Text written by the proposed resource is comprehensible and avoids major errors related to spelling, grammar, and syntax. <b>0-5 points</b> The formatting and pagination of the proposal is somewhat logical and somewhat concise, with numerous inconsistencies. Text written by the proposed resource is generally comprehensible but includes numerous errors.
<b>Total</b>			55	110	

## **1.2 Financial Evaluation**

A minimum score of 55 points and obtain the required minimum points specified for each criterion must be achieved in the evaluation of point rated technical criteria R1 – R11 in order for the proposal to be considered for financial evaluation. Proposals that fail to meet the minimum required score will be deemed non-responsive and given no further consideration.

## **2. Basis of Selection – Highest Combined Rating of Technical Merit and Price**

**2.1** 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 points specified for each criterion for the technical evaluation, and
- d. obtain the required minimum of 55 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 110 points.

**2.2** Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.

**2.3** The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.

**2.4** 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 80%.

**2.5** To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.

**2.6** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

**2.7** 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.



## **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, if any certification made by the Bidder is found to be untrue whether 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

### **1. Certifications Required Precedent to Contract Award**

#### **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](#)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](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.

### **2. Additional 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 provided will render the bid non-responsive.

#### **2.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, the individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.

If the Bidder has proposed an individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a

written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of the contract:

### **1. Security Requirement**

1.1 There is no security requirement applicable to this contract.

### **2. Statement of Work**

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

### **3. 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>) issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Department of Indian Affairs and Northern Development (DIAND); and
- b) "Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16," is deleted from the text under Section 2 – Standard Clauses and Conditions.

c) Section 10, Subsection 1 is amended as follows:

Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery".

Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery".

d) Section 10, Subsection 2 , paragraph a. is amended as follows:

Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)".

Insert: "the contract title and number, the date, deliverable/description of the Work, evidence of actual costs (cost reimbursable elements) and timesheets (if payment is based on hourly or per diem rates).

## **3.2 Supplemental General Conditions**

### **3.2.1 Indemnification**

The Contractor must indemnify and save harmless Canada from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by or attributable to the activities of the Contractor under this Contract.

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from Contract award date to March 31, 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 three (3) additional one (1) year period(s), subject to funding, 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 at least fifteen (15) calendar days 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: Véronique Larose  
Title: Procurement Officer  
Department of Indian Affairs and Northern Development  
Directorate: Materiel and Assets Management Directorate  
Address: 10 Wellington Street, Room 1302  
Gatineau, Québec K1A 0H4

Telephone: 819-934-2031  
Facsimile: 819-953-7721  
E-mail address: Veronique.Larose@aandc-aadnc.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 through a Contract amendment. 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** (*Identified at contract award*)

The Project Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department of Indian Affairs and Northern Development

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department 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.

**6. Proactive Disclosure of Contracts with Former Public Servants**

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 Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment at Annex "B".

**7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (identified at contract award) and applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. 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 Method of Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and
- c. the Work performed has been accepted by Canada.

Invoices must be submitted by Email to the Project Authority in the Contractor's name.

### **7.4 Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$\_\_\_\_\_ (identified at contract award).

### **7.5 Travel Time**

Rates are inclusive of any time spent traveling from the Contractor's work location to a specific pre-authorized work assignment that is 100 kilometers or less.

Time spent by a Contractor traveling to and from specific pre-authorized work assignments where the distance is more than 100 kilometers from the Contractor's work location may be billed at 50% of the Contractor's per diem or hourly rate.

Where the time traveled is more or less than a day, per diem rates will be converted to hourly rates based on a 7.5 day when calculating reimbursement costs.

### **7.6 Electronic Payment**

Canada is phasing out cheques in favour of direct deposit by April 1, 2016. Therefore, all Canadians and Canadian businesses are encouraged to register for direct deposit as soon as possible to not miss the deadline. The electronic transfer allows Canada's payments to be deposited directly into a contractor's bank account. The Contractor is encouraged to register for [Electronic Direct Payment](http://www.aadnc-aandc.gc.ca/eng/1362499152985/1362499322435) (<http://www.aadnc-aandc.gc.ca/eng/1362499152985/1362499322435>) and to provide its account information upon request.

## **8. Certifications**

### **8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9. Applicable Laws**

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

## **10. 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) the general conditions - 2010C (2014-09-25), General Conditions - Services Medium Complexity;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert at contract award*).

## **11. Insurance**

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

## **12. Official Languages**

Any Contractor who carries out work on behalf of DIAND or Indian, Oil and Gas Canada (IOGC) in a location where the Department or Agency is required to provide services or communications to the public in both official languages, must also do so in both official languages. In DIAND, those locations are its regional offices located in Amherst, Quebec, the National Capital Region (NCR), Toronto, Winnipeg, Regina, Edmonton, Vancouver, Iqaluit, Yellowknife and Whitehorse and in IOGC, the Calgary regional office.

## **13. Foreign Nationals (Canadian Contractor)**

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

OR

**13. Foreign Nationals (Foreign Contractor)**

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

**14. Joint Venture**

**14.1** The joint venture (the "Joint Venture") is comprised of the following members:

[List Joint Venture members]

**14.2** \_\_\_\_\_ has been appointed as the "**Lead Member**" of the Joint Venture and has full authority to act as agent for each member of the Joint Venture with respect to all matters relating to the Contract;

**14.3** By giving notice to the Lead Member, Canada shall be deemed to have given notice to all members of the Joint Venture;

**14.4** The payment of moneys under the Contract to the Lead Member will act as a release from all the members of the Joint Venture;

**14.5** Canada may, at its discretion, in the event of disputes among the members of the Joint Venture or changes in its composition, terminate the Contract; and

**14.6** All members of the Joint Venture are jointly and severally or solidarily liable for the performance of the Contract.

**15. T1204 - Information Reporting By Contractor**

**15.1** Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c.1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

**15.2** To enable departments and agencies to comply with this requirement, the Contractor must provide the following information within thirty (30) calendar days following contract award:

- a. the legal name of the Contractor, i.e. the legal name associated with its business number or Social Insurance Number (SIN), as well as its address and postal code;
- b. the status of the Contractor, i.e. an individual, a sole proprietorship, a corporation, or a partnership;
- c. the business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN;
- d. in the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.

- 15.3** The information must be sent to the person and address specified below. If the information includes a SIN, the information should be provided in an envelope marked "protected".  
Name of person \_\_\_\_\_ (*insert name*)  
Address \_\_\_\_\_ (*insert address*) .



## ANNEX "A"

### STATEMENT OF WORK

#### 1 **BACKGROUND**

The 1996 Ottawa Declaration formally established the Arctic Council as a high level intergovernmental forum to provide a means for promoting cooperation, coordination and interaction among the Arctic States, with the involvement of the Arctic Indigenous communities and other Arctic inhabitants on common Arctic issues, in particular issues of sustainable development and environmental protection in the Arctic. The Arctic Council is comprised of Canada, Finland, Iceland, the Kingdom of Denmark, Norway, Russia, Sweden, and the United States as well as six international indigenous/Aboriginal peoples' organizations recognized at the Arctic Council as Permanent Participants.

As one of six Arctic Council Working Groups, the Sustainable Development Working Group (SDWG) works on initiatives that provide practical knowledge and contribute to building the capacity of Indigenous Peoples and Arctic communities to respond to challenges and benefit from the opportunities emerging in the Arctic.

Canada (through the Department of Aboriginal Affairs and Northern Development) has managed and paid for the SDWG Executive Secretary since 2002, with additional financial support from Finland. Canada's mandate was clarified by SDWG Heads of Delegation in 2014, with their endorsement of revised SDWG Operating Guidelines that reflect a defined SDWG Executive Secretary hiring process and a summary of core duties. The current Executive Secretary Position ends in July, 2015. To prepare for this transition, and ensure that the SDWG continues to be fully supported, work is underway to secure a new Executive Secretary before May 1<sup>st</sup>, 2015.

#### 2 **OBJECTIVES**

To secure one full-time resource to fulfill the responsibilities of the Executive Secretary of the Arctic Council's Sustainable Development Working Group.

#### 3 **SCOPE OF WORK & OUTPUTS**

##### **Ref: Core Duties of Sustainable Development Working Group Executive Secretary (2014)**

- 3.1. On a strategic level, the SDWG Executive Secretary provides the Chair with support and advice to ensure the timely and robust completion of SDWG activities and initiatives.
- 3.2. The Executive Secretary communicates with the SDWG Heads of Delegation, other Arctic Council Working Group Secretariats, and key stakeholders, including Observers, to advance shared priorities.
- 3.3. The Executive Secretary works closely with the Arctic Council Secretariat to provide SDWG input to its activities (e.g. project tracking and costing).
- 3.4. On an operational level, the Executive Secretary leads by providing logistical, administrative, and technological support that includes but is not limited to: maintaining formal communication with the Heads of Delegation; ensuring timely submission of project documents (e.g. proposals, project status updates); supporting the organization of SDWG meetings; ensuring all reporting requirements are met; developing correspondence; preparing meeting/briefing/presentation materials; keeping records; archiving, managing the SDWG website and other communications and outreach

- materials; working closely with the Arctic Council's Permanent Participants and other indigenous organizations; and producing the SDWG annual financial report. In addition, the Executive Secretary works with emerging technologies to increase the SDWG's efficiency, improve its workflow, and realize logistical and administrative efficiencies.
- 3.5 The Executive Secretary may also be called upon to represent the Chair of the SDWG at workshops and meetings.
  - 3.6 The Executive Secretary works to maintain the SDWG's professionalism and rigor by upholding high standards of writing, facilitation, and administration, and providing logistical and technological support. This work requires skills in project management, communication, and interpersonal relations. It also requires that the Executive Secretary be sensitive to cultural diversity and have excellent judgment.
  - 3.7 Owing to long distances and variations in time zone, the Executive Secretary should have excellent time management skills and be willing to travel domestically and internationally.

During the 2015-17 Arctic Council Chairmanship, the Executive Secretary will be expected to travel to an anticipated average of nine events per year. The majority of these events will take place in the U.S. State of Alaska.

#### **4 DEPARTMENTAL SUPPORT**

- 4.1 Access to relevant documentation and reference materials to which the Contractor may require;
- 4.2 Other assistance and support as appropriate

#### **5 GREENING GOVERNMENT OPERATIONS**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

Furthermore, in June 2008 the [Federal Sustainable Development Act](#) was passed to provide the legal framework for developing and implementing a Federal Sustainable Development Strategy that will make environmental decision making more transparent and accountable to Parliament. A Federal Sustainable Development Strategy is developed every three years that includes shrinking the environmental footprint of government operations. Green procurement is a key enabler of these objectives.

In accordance with the [Policy on Green Procurement](#) and Federal Sustainable Development Strategy, for this requirement:

##### General

- a) The Contractor is encouraged to offer or suggest green solutions whenever possible.
- b) The Contractor should consider the complete lifecycle of products and services provided to favor strategies, processes, and materials that assure sustainable development.

- c) The Contractor should use green meetings practices when conducting workshops and meetings. Guides to green meeting practices are available through [Environment Canada](#) and the [United Nations Environment Program](#).

#### Travel

- a) The Contractor is encouraged to work off-site to reduce commuting requirements where security requirements allow.
- b) The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- c) Where transportation is required, the Contractor is encouraged to use environmentally preferred modes of transportation, where feasible.
- d) The Contractor is encouraged to use accommodations with environmental ratings: Contractors of the Government of Canada may access the [PWGSC Accommodation Directory](#) to search for accommodations with Green Key and/or Green Leaf ratings that will honor the pricing for Contractors.

#### Paper Consumption

- a) The Contractor is requested to provide all correspondence including (but not limited to) their bid, documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Contracting Authority or Project Authority.
- b) Printed material is requested on paper that is EcoLogo certified or equivalent, certified as using fibre originating from a sustainably managed forest and/or minimum recycled content of 30%. Paper is also to be processed chlorine free, whenever possible.
- c) The Contractor should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

#### Goods Used in Service Delivery

- a) It is desirable that the Contractor, in provisioning the Service, procure equipment, such as computer equipment, peripherals and telephony equipment that meet the most current environmental specifications used by the Government of Canada when procuring similar equipment, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers. Government of Canada environmental specifications can be found in the Green Procurement Plans available [online](#) or by contacting [AchatsEcologiques.GreenProcurement@tpsgc-pwgsc.gc.ca](mailto:AchatsEcologiques.GreenProcurement@tpsgc-pwgsc.gc.ca).
- b) It is desirable that the Contractor, in provisioning the Service, procure equipment and implement solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers.
- d) The Contractor is required to use provincial e-waste recycling programs for the disposal of electronic assets owned by the Contractor and used to deliver the Service to Canada. In provinces where provincial programs do not exist or where equipment does not qualify for disposal by the provincial program, electronic assets should be disposed of via

recyclers that have been approved under any other province's e-waste recycling program.

**ANNEX "B"**

**BASIS OF PAYMENT**

**CONTRACT PERIOD: Contract Award to May 31, 2016**

<b>FIXED/FIRM ALL-INCLUSIVE PER DIEM RATE (CAN\$)</b>			
(A1)	(B1)	(C1)	(D1)
Name of Proposed Consultant	Estimated level of Effort (days)	Firm per diem rate	Total Cost [B1xC1]
	250	\$	\$
Total Estimated Cost:			\$

**OPTIONAL CONTRACT PERIOD 1: June 1, 2016 to May 31, 2017**

<b>FIXED/FIRM ALL-INCLUSIVE PER DIEM RATE (CAN\$)</b>			
(A2)	(B2)	(C2)	(D2)
Name of Proposed Consultant	Estimated level of Effort (days)	Firm per diem rate	Total Cost [B2xC2]
	250	\$	\$
Total Estimated Cost:			\$

**OPTIONAL CONTRACT PERIOD 2: June 1, 2017 to May 31, 2018**

<b>FIXED/FIRM ALL-INCLUSIVE PER DIEM RATE (CAN\$)</b>			
(A3)	(B3)	(C3)	(D3)
Name of Proposed Consultant	Estimated level of Effort (days)	Firm per diem rate	Total Cost [B3xC3]
	250	\$	\$
Total Estimated Cost:			\$

**OPTIONAL CONTRACT PERIOD 3: June 1, 2018 to May 31, 2019**

<b>FIXED/FIRM ALL-INCLUSIVE PER DIEM RATE (CAN\$)</b>			
(A4)	(B4)	(C4)	(D4)
Name of Proposed Consultant	Estimated level of Effort (days)	Firm per diem rate	Total Cost [B4xC4]
	250	\$	\$
Total Estimated Cost:			\$

Average [(D1+D2+D3+D4)/4]			\$
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**ANNEX "C"**

**FORM M3: Reference Form**

<b>M3 REFERENCE FORM</b>		<b>Proposed Resource Name:</b>	
I certify that I possess a professional-level proficiency in ENGLISH...			
...written comprehension of English.		<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No	
...oral comprehension of English.		<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No	
...reading comprehension of English.		<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No	
<b>Signature</b>	_____		
<b>Date</b>	_____		

**ANNEX "D"**

**FORM M4: Reference Form**

<b>M4 REFERENCE FORM</b>	
<b>Project Summary:</b>	
<b>Proposed Resource Name:</b>	
<b>Project Name (and #, if applicable):</b>	
<b>Name of Firm that worked on and invoiced the Project (if applicable):</b>	
<b>Duration of Project:</b>	
Please respond <b>Yes</b> or <b>No</b> to each of the following:	
<b>1. Did the Proposed Resource meet the following critical factors?</b>	
a. Completed the Project on time:	<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No
b. Stayed within Budget:	<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No
c. Met all the project objectives:	<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No
d. Complied with the terms of the Statement of Work, job description, or project parameters:	<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No
<b>2. Was the Proposed Resource primarily responsible for...</b>	
a. ...directly managing the Project?	<input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No

<b>3. Did the Proposed Resource provide...</b>	
a. ...professional, relevant, and timely oversight demonstrating critical thinking?	( <input type="checkbox"/> ) Yes <b>OR</b> ( <input type="checkbox"/> ) No
b. ...corrective or preventive action when events complicated established plans?	( <input type="checkbox"/> ) Yes <b>OR</b> ( <input type="checkbox"/> ) No
c. ...quality and complete deliverables?	( <input type="checkbox"/> ) Yes <b>OR</b> ( <input type="checkbox"/> ) No
d. ...accurate and relevant services in respect of the scope of the project?	( <input type="checkbox"/> ) Yes <b>OR</b> ( <input type="checkbox"/> ) No
<b>4. Would you retain the services of this Proposed Resource again?</b>	( <input type="checkbox"/> ) Yes <b>OR</b> ( <input type="checkbox"/> ) No
<b>5. As the "Referrer" providing this reference, I have read the Project Summary attached to this Reference form, and agree with the description of the work conducted by the Proposed Resource for the project.</b>	( <input type="checkbox"/> ) Yes <b>OR</b> ( <input type="checkbox"/> ) No
Please complete and sign the following:	
<b>Client Reference Name:</b>	_____
<b>Title:</b>	_____
<b>Organization Name:</b>	_____
<b>Telephone:</b>	_____
<b>Fax Number:</b>	_____
<b>Email Address:</b>	_____
<b>Signature:</b>	_____
<b>Date:</b>	_____



