



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Environment Canada Bids Mailroom 171 Jean-Proulx Gatineau, Quebec J8Z 1W5</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Consultation Services: Economic Activities and Benefits Associated with Selected Species in Canada</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000018167</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) December 8, 2015</p>	
	<p>Bid Solicitation Closes (YEAR- MM-DD) - La demande de soumissions prend fin (AAAA- MM-JJ)</p> <p>at – à 2:00 P.M. on – le December 29, 2015</p>	<p>Time Zone – Fuseau horaire EST</p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à Beyan Alghosen Beyan.alghosen@Canada.ca</p>	
	<p>Telephone No. – N° de téléphone 819-938-3820</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA- MM-JJ)</p>	
	<p>Destination - of Services / Destination des services</p>	
	<p>Security / Sécurité <i>Not applicable for this requirement</i></p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>	

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PART 1 – GENERAL INFORMATION

1. Security Requirement

1.1 There is no security requirement associated with this requirement.

2. Statement of Work

The Work to be performed is detailed under Annex A, Statement of Work of the resulting contract.

3. Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PWGSC *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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: "PWGSC"

Insert: "Environment Canada"

At Section 07 Delayed Bids:

Delete: "PWGSC"

Insert: "Environment Canada"

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: "Bids may be submitted by facsimile if specified in the bid solicitation."

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: "Deleted"

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: "the Procurement Business Number of each member of the joint venture,"

Insert: "Deleted"

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4)

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2. Submission of Bids

- 2.1** Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servant – Competitive Bid

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 _____ (___) 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 in separately bound sections as follows:

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (3 hard copies)

Section III: Certifications (3 hard copies)

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

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

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

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

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

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will carry out the Work

Section II: Financial Bid

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

1.1 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for each task of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.2 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III - Certifications

1. Certifications Required Precedent to Contract Award

Bidders must provide the required certifications Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.2 Technical Evaluation

1.2.1 Mandatory Technical Criteria

Criteria	Met "yes/no"
<p>The project team proposed is balanced and multi-disciplinary, with at least one member representing each of the required expertise areas:</p> <ul style="list-style-type: none"> • Economics with a specialization in environmental economics • Biology with a specialization in wildlife conservation or equivalent • Geographic information systems 	

1.2.2 Point Rated Technical Criteria

Criteria / Factors	Points Achieved	Maximum Points
A. Understanding of Requirements (10 points)		
<p>Demonstration of Clear Understanding of Work:</p> <ul style="list-style-type: none"> • Contractor clearly states all project components in their words and has not re-quoted Request For Proposal statements. • Contractor demonstrates clear understanding of Environment Canada's needs and objectives. • Contractor addresses all components of the Request For Proposal. 		10
B. Capacity to Carry Out Work (30 points)		
Qualifications and Experience:		

<p>These criteria will be ranked based on the Contractor's list of related projects, documentation of education of team members and any additional information that demonstrates relevant knowledge, experience and ability to deliver a high quality product.</p> <ul style="list-style-type: none"> • The project team proposed has direct and sufficient experience in and knowledge of: <ul style="list-style-type: none"> - environmental economics and valuation (4 pts), - economic profile development (2 pts), - cost-benefit analysis (2 pts), - best management practices related to species conservation (4 pts), - GIS analysis (3 pts). • The project team has access to and demonstrates familiarity with data sets (including spatial data), literature and external experts relevant to the analysis. <p>Stability of Staff:</p> <ul style="list-style-type: none"> • The project team proposed is composed of full-time employees or principals of the company as opposed to sub-contractors. Partnerships are acceptable as long as a history of a solid working relationship can be demonstrated. 		<p style="text-align: center;">15</p> <p style="text-align: center;">10</p> <p style="text-align: center;">5</p>
C. Management of Work (20 points)		
<p>Scheduling and Work plan:</p> <ul style="list-style-type: none"> • The Contractor provides a detailed work plan with time allocations and per diems by project team member. • The work has been scheduled in a realistic way taking into consideration workloads and appropriate allocation of expertise for fulfillment of tasks and deliverables. The work plan and resource allocation clearly demonstrate how the Contractor will deliver the reports within the required timelines. 		<p style="text-align: center;">5</p> <p style="text-align: center;">15</p>
D. Quality of Proposal (40 points)		
<p>Methodology and Strength of Proposal:</p> <ul style="list-style-type: none"> • Proposal includes a detailed description, including references to sources of data and information, of an analytical approach that will result in a robust and defensible analysis with respect to: <ul style="list-style-type: none"> ○ Identification and quantification of relevant economic activities in areas of species occurrences ○ Identification and costing of potential mitigation measures that could be adopted by industry to reduce impacts on species populations ○ Identification and quantification of species- 		<p style="text-align: center;">10</p> <p style="text-align: center;">10</p> <p style="text-align: center;">10</p>

<ul style="list-style-type: none"> ○ related benefits, using the Total Economic Value (TEV) framework ○ Use of spatial data to present results, where relevant 		5
Clarity, Organization and Logic <ul style="list-style-type: none"> • The proposal is clearly written and is easily understood, with a logical flow of information. 		5
Total Score	Minimum 70	100
Achieved	/ 100	

For Criteria out of 5	For Criteria out of 10	For Criteria out of 15	Narrative Explanation of Rating
5	10	15	Fully demonstrated fulfillment of criterion; highly effective performance on this aspect expected
4	8	12	Mostly demonstrated fulfillment of criterion; effective performance on this aspect expected
3	6	9	Partially demonstrated fulfillment of criterion; adequate performance on this aspect expected
2	4	6	Insufficiently demonstrated fulfillment of criterion; inadequate performance on this aspect expected
1	2	3	Very poorly demonstrated fulfillment of criterion; poor performance expected
0	0	0	Did not at all demonstrate fulfillment of criterion or did not address criterion.

1.3 Financial Evaluation

1.3.1 Mandatory Financial Criteria

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

The maximum budget for this contract is \$55,000 (excluding taxes):

1.3.2 Evaluation of Price

For evaluation purposes only, the price of the bid will be determined as follows:

Example Bidder Technical Scores and Total Proposed Price

	Bidder 1	Bidder 2	Bidder 3
Achieved Technical Points	75	80	90
Total Proposed Price	\$700.00	\$1,000.00	\$1,600.00

Example of Highest Combined Rating Technical Merit (80%) and Price (20%)			
Calculation	Technical Points	Price Points	Total Points
Bidder 1	$75/100 \times 80 = 60$	$700/700 \times 20 = 20$	$60 + 20 = 80$
Bidder 2	$80/100 \times 80 = 64$	$700/1000 \times 20 = 14$	$64 + 14 = 78$
Bidder 3	$90/100 \times 80 = 72$	$700/1600 \times 20 = 8.75$	$72 + 8.75 = 80.75$

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications 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) 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 Required 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, every 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 for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any 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. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - RESULTING CONTRACT

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

Title: Consultation Services: Economic Activities and Benefits Associated with Selected Species in Canada

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 PWGSC *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

2010B (2015-09-03) General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers" Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is

specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

A. For professional services requirements where the deliverables are copyrightable works:

At Section 19 Copyright

Delete: In its entirety

- Insert:**
- “1. In this section:
"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.
"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;
"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
 2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to the Contractor.
 3. The Contractor grants to Canada a non-exclusive, perpetual, irrevocable, world-wide, fully-paid and royalty-free license to exercise all rights comprised in the Material, for any non-commercial government purposes. Canada may use independent contractors in the exercise of Canada's license pursuant to this clause.
 4. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
 5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, world-wide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material.
 6. Copyright in any improvement, modification or translation of the Material made by or for Canada belongs to Canada. Canada agrees to reproduce the Contractor's copyright notice, if any, on all copies of the Material, and to acknowledge the Contractor's title to the copyright in the original Work on all copies of translations of the Material effected by or for Canada.
 7. No restrictions other than those set out in this section must apply to Canada's use of the Material or of translated versions of the Material.”

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of Contract to be award date to March 31, 2016

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Beyan Alghosen
Title: Contracting Officer
Environment Canada
Procurement and Contracting
Address: 200 Sacre-Coeur
Gatineau, QC
Telephone: 819-938-3820
E-mail address: beyan.alghosen@Canada.ca

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

5.2 Technical Authority (to be filled upon contract award)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (to be filled upon contract award)

Name: _____
Title: _____
Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____
E-mail address: _____

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

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

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

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Applicable Taxes are extra.
- (b) 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:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) 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.

8 Invoicing Instructions

8.1 Milestone Payments

- (a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed below and the payment provisions of the Contract if:
 - (i) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada;
 - (iii) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

8.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone Description	Deliverable item	Firm Milestone Amount	Delivery date
1. Delivery and satisfactory acceptance of Draft Report	report	50% of successful bid price	Feb 12, 2016
2. Delivery and satisfactory acceptance of Final Report	report	50% of successful bid price	Mar 18, 2016

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a **condition** of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the

Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) Modified 2010B General Conditions - Professional Services (Medium Complexity) (2015-09-03)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s).*)

ANNEX A STATEMENT OF WORK

ECONOMIC ACTIVITIES AND BENEFITS ASSOCIATED WITH SELECTED SPECIES IN CANADA

The work consists of three main components:

- Identifying, describing and quantifying the economic activities that exist in areas of selected species occurrences and that may affect species populations
 - Gathering data (including geo-referenced) on economic activities being undertaken or that are likely to be undertaken in the near future in areas of selected species occurrence, for example, forestry, agriculture, urban development, resource extraction;
 - Assessing which economic activities may be a threat to species populations;
 - Establishing baseline economic values/indicators related to the main identified activities on federal and First Nation lands only;
- Identifying, describing and quantifying potential measures to mitigate negative impacts on the species populations
 - Identifying concrete measures/best practices to minimize negative impacts on species and their habitats. Mitigation measures should be species-specific and applicable to the economic activities identified in Component 1;
 - Estimating costs of adoption or implementation of mitigation measures;
- Identifying, describing and quantifying, using the Total Economic Value framework, the market and non-market benefits related to the selected species, for example, commerce, pollination, scientific research
 - Gathering data relevant to the estimation of the economic values related to the uses and other benefits of the species, including local, national and international use and non-use values where appropriate, and providing estimates of those values. In the absence of quantifiable data for economic values, providing a qualitative discussion and/or indicators of economic value.

The work will require two main deliverables:

- A draft report which presents and explains the methods and findings of all work in this Statement of Work (submitted on or before February 12, 2016)
- A final report which will address comments/edits on the draft report from the Environment Canada Technical Authority (submitted on or before March 18, 2016)

The selected species for this analysis are:

- Gypsy Cuckoo Bumble Bee, *Bombus bohemicus*
- Western Bumble Bee, *occidentalis* subspecies, *Bombus occidentalis occidentalis*

Component I: Identify and describe the economic activities that exist in areas of selected species occurrences and that may have a negative impact on species populations, and quantify the economic value of these activities

The contractor will gather, produce, and contextualize data and information regarding existing economic activities or those that are likely to exist in the future in areas within the species occurrence. The contractor shall:

- Assess and describe the extent of current and potential economic activities and corresponding economic sectors that may negatively affect the species populations (e.g. forestry, agriculture, mining, resource exploration) in all areas of the species occurrence.
 - Activities that may affect species population are those that may kill or otherwise harm individuals or that may destroy their habitats.
 - The economic activities should reflect all major current and likely future threats to the species as determined by COSEWIC and additional credible sources identified by the contractor. The specific way in which each activity may pose a threat to the species should be described.
 - The assessment of the extent of economic activities includes spatial analysis to determine their locations relative to species occurrences on various land tenures as well as the development of high-level economic profiles of the relevant economic sectors (at the level of species occurrences)
- Assess which economic activities may be subject to current regulations protecting the species (list of potential regulations will be provided)
 - This assessment will require spatial analysis to determine locations of activities relative to species occurrences on any protected lands, as well as interpretation of regulations in terms of their applicability to the protection of the selected species
- Conduct a detailed quantitative analysis on two to four economic sectors per species which represent the principal economic activities identified in areas of species occurrence on federal or First Nation lands.
 - Principal economic activities may be those that are the most widespread in the area of species occurrence on federal or First Nation lands and/or those that pose the biggest threat to the species and its habitat. (The activities or their corresponding sectors should not be subject to current regulations protecting the species.) The choice of economic sectors should be made in consultation with Environment Canada and a justification of the choice shall be provided by the contractor.
 - The quantitative analysis should focus on estimating baseline values applicable for use in cost-benefit analysis (i.e., consumer and/or producer surplus associated with the economic activities in the areas of species occurrence on federal or First Nation lands). When these values are not available, the contractor shall provide the best available and defensible proxies of such values. Where it is not feasible to quantify values, the contractor shall provide a detailed qualitative description of the values.
- Make every effort to provide data and information that is GIS compatible and at the finest resolution scale possible, i.e., geo-referenced, preferably in ArcGIS (latitude-longitude coordinates, shape files, geodatabases). Although EC will contribute data they have available to them, the contractor is expected to gather their own GIS information to supplement the analysis.

Component II: Identify concrete measures that could be undertaken by industry or landowners to mitigate impacts on each selected species

The contractor will gather, produce, and contextualize data and information regarding potential mitigation measures/best practices to minimize impacts on species and their habitats. The contractor shall:

- Focus on identifying mitigation measures that are concrete, species-specific and applicable to the principal economic activities/sectors identified in Component I.
 - Mitigation measures should be incremental to current conservation measures for the species.
 - The choice of mitigation measures for detailed analysis should be done in consultation with Environment Canada and a justification of the choice shall be provided by the contractor. Outreach to external experts may be required to vet potential measures for their feasibility, efficacy and cost.
- Estimate, where possible, both marginal and total costs related to adoption/ implementation of the mitigation measures (e.g., foregone revenue, equipment costs, costs of alternative production processes/inputs).

Component III: Identify and describe benefits associated with the species, and quantify the economic value of these benefits

The contractor will gather, produce, and contextualize data and information regarding the economic benefits associated with the selected species. The contractor shall:

- Apply the total economic value (TEV) approach consisting of both use and non-use values, and including existence, bequest and option values to the extent possible.
- Categorize values by type of use, beneficiary and geographical region (use of geo-referencing preferred) in order to facilitate distributional analyses.
- Focus the quantitative analysis on values applicable for use in cost-benefit analysis (i.e., consumer and producer surplus). When these values are not available, the contractor shall provide the best available and defensible proxies of such values. Where it is not feasible to quantify values, the contractor shall provide a detailed qualitative description of the values;
- Where possible the contractor shall provide marginal values (e.g., value of maintaining a stable population; value of avoidance of population collapse/extirpation; value of an additional hectare of species habitat protected).

Deliverable 1: Draft Report - must be submitted to the Environment Canada Technical Authority on or before February 12, 2016

The contractor shall write a draft report presenting findings for work performed on Components I, II and III. The draft report should include a list and critical review of available literature and data, as well as a description of the analytical approach, methods and findings (even preliminary). The Environment Canada Technical Authority is expected to require two weeks to review the draft report and provide feedback.

Deliverable 2: Final Report - must be submitted to the Environment Canada Technical Authority on or before March 18, 2016

The contractor shall write a final report that incorporates any feedback provided by Environment Canada on the draft report. The draft report should include a list and critical review of available literature and data, as well as a description of the analytical approach, methods and findings. All data and information used in the analysis should be GIS compatible, whenever possible. The contractor should also provide any literature, maps, tabular and spatial data that was used in the analysis, unless prohibited by third-party data-sharing agreements.

All reports (either in draft or final form) shall be written in a clear and logical fashion.

- i. The contractor shall report all the sources of information.
- ii. All supporting and underlying data (raw data) should be provided in Excel format (version 2010 or later).
- iii. Unless otherwise stated, data and information are to be provided for the last five years of their availabilities.

Additional Information:

Environment Canada will supply the Contractor with the following information:

- Guidance on definition of areas of occurrence (or range extent) for each selected species and potentially on obtaining spatial data for the species
- Information and spatial data that was gathered in the course of a preliminary socio-economic screening of the species:
 - May include: Federal Real Property (point and polygon), Aboriginal lands, current mining operations (point locations), Conservation Area and Reporting Tracking System (private, provincial protected areas), AAFC Annual Crop Inventory
 - The information supplied by Environment Canada is meant to supplement the data gathered by the contractor in the course of carrying out the work.

No travel is expected for this project.

The contractor is expected to adhere to any data sharing and/or confidentiality agreements provided by Environment Canada.

ANNEX B BASIS OF PAYMENT

Payments will be made according to the following:

- 50% of the professional fees will be paid following the completion, delivery and satisfactory acceptance of the Draft Report.
- 50% of the professional fees will be paid following the completion, delivery and satisfactory acceptance of the Final Report.