



**Return Bids to :**

**Retourner Les Soumissions à :**

Natural Resources Canada – Ressources  
naturelles Canada  
Bid Receiving Unit – Mailroom  
Unité de réception des soumissions, Salle  
du courrier  
588 rue Booth Street  
Ottawa, Ontario  
K1A 0E4  
ATT: Carli Grady

**Request for Proposal (RFP)  
Demande de proposition (DDP)**

*The Bidder offers to provide to Canada the goods,  
services or both listed in the bid solicitation in  
accordance with the conditions set out in the bid  
solicitation and at the prices set out in the bid.*

*This bid solicitation is issued in accordance with the  
conditions of Supply Arrangement No.  
Only suppliers who are pre-qualified and have been  
issued a supply arrangement at the time this bid  
solicitation is issued are eligible to bid.*

*Le soumissionnaire offre de fournir au Canada les  
biens, services ou les deux énumérés dans la  
demande de soumissions aux conditions prévues  
dans la demande de soumissions et aux prix indiqués  
dans la soumission.*

*Cette demande de soumissions est émise  
conformément aux conditions de l'arrangement en  
matière d'approvisionnement numéro  
. Seuls les fournisseurs qui sont pré-qualifiés et  
auxquels un arrangement en matière  
d'approvisionnement a été émis au moment où cette  
demande de soumissions est émise peuvent  
présenter une soumission.*

**Comments – Commentaires**

**Issuing Office – Bureau de distribution**

Finance and Procurement Management  
Branch  
Natural Resources Canada  
580 Booth Street, 5th Floor  
Ottawa, Ontario  
K1A 0E4

<b>Title –Adaptation Platform Coastal Management Working Group State of Play Report</b>	
<b>Solicitation No. – No de l'invitation</b> <b>NRCan- (5000023798)</b>	<b>Date</b> May 31, 2016
<b>Client Reference No. - N° de reference du client</b>	
<b>Requisition Reference No. - N° de la demande</b>	
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02:00 PM EST</b> <b>on – le June 20, 2016</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b> <b>Carli.Grady@Canada.ca</b>	<b>Buyer ID – Id de l'acheteur</b> ABI
<b>Telephone No. – No de telephone</b> 343-292-8364	<b>Fax No. – No. de Fax</b> (613) 997-5477
<input checked="" type="checkbox"/> <b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	
<b>Destination – of Goods, Services and Construction:</b> <b>Destination – des biens, services et construction:</b>  <i>Natural Resources Canada</i> <i>580 Booth ST,</i> <i>Ottawa, ONT</i>	
<b>Security – Sécurité</b>  NA	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No.:- No. de téléphone:</b> <b>Facsimile No.:- No. de télécopieur:</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
_____ Signature	_____ Date



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This Model Bid Solicitation contains samples of the terms that will form the basis for any future requests for proposals (RFPs).

To the extent possible, these Articles are written as they will appear in any future RFP(s). However, individual RFPs and the Resulting Contract Clauses may be modified to suit individual requirements. For example, the nature of the requirement, the term of the resulting Contract, the evaluation methodology and the basis of payment clauses may all be tailored to individual requirements.

The Articles in the Resulting Contract Clauses are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this Annex, is a Mandatory requirement of this RFP. Suppliers submitting an Offer containing statements implying that their Offer is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Offerors with concerns regarding the provisions of the Model Bid Solicitation (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Certification, the Insurance Requirements,

### **1.2 Summary**

By means of the RFP, NRCan is seeking proposals from bidders to develop a “state of play” report on climate change adaptation in Canada’s marine coastal regions with input from Natural Resources Canada, the Adaptation Platform Coastal Management Working Group, and other identified experts.

### **1.3 Debriefings**

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:**  
**Delete:** Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation  
**Insert:** Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations is the facsimile number identified in the bid solicitation.
- **Under Subsection 2 of Section 20:** Not applicable

### 2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

*Natural Resources Canada  
Bid Receiving Unit - Mailroom  
588 Booth Street, Room 108  
Ottawa, Ontario K1A 0Y7  
Attention: **Carli Grady***

It is requested that the Bidder’s name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder’s proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

- 2.2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCan will not be accepted.



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**NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 8 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.

### **2.4 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.

### **2.5 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **2.8 Basis for Canada's Ownership of Intellectual Property**

Natural Resources Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;



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

### **3.1 Bid Preparation Instructions**

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

- Section I: Technical Bid (4 hard copies) (and 1 soft copies on USB)
- Section II: Financial Bid (1 hard copies) (and 1 soft copies on USB) in a separate file
- Section III: (1 soft copy on USB)
- Section IV: (1 Soft copy on USB)

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.

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

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

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



**Section II: Financial Bid**

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

**3.1.2 Exchange Rate Fluctuation**

C3010T (2013-11-06) Exchange Rate Fluctuation Risk Mitigation,

**3.1.3 SACC Manual Clauses**

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.



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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex "C" to PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

##### **Evaluation of Price – Canadian / Foreign Bidders**

1. The price of the bid will be evaluated as follows:
  - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
  - b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.
5. Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.
6. Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will



reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

**4.2 Basis of Selection**

**4.2.1 Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 42 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 60 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>			
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135



<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
<b>Combined Rating</b>		84.17	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd



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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### 5.2.2 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.

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 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.

#### **5.2.3.2 Rate or Price Certification**

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

#### **5.2.3.3 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

#### **5.2.3.4 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 FPSs, 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 FPSs 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.

#### 5.2.3.4 Aboriginal Designation

An Aboriginal business, which can be:

- i. a band as defined by the Indian Act
- ii. a sole proprietorship
- iii. a limited company
- iv. a co-operative
- v. a partnership
- vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

This is to confirm:

- Our Company is an Aboriginal Firm, as identified above
- Our Company is NOT an Aboriginal Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date



## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement associated with this RFP.



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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex " \_\_\_\_ " and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_. (*to be completed at contract award*)

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2010B (2016-04-04) General Conditions – Professional Services - Medium Complexity, apply to and form part of the Contract.

As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

#### 7.2.2 Supplemental General Conditions

The following clauses apply to this contract:

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

##### 7.2.2.1 Dispute Resolution

###### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

###### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.



### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

## **7.3 Security Requirements**

**7.3.1** There is no security requirement applicable to this Contract.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to November 30, 2016

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Carli Grady  
Title: Procurement Officer  
Organization: Natural Resources Canada  
Address: 580 Booth ST, Ottawa, ONT  
Telephone: 343-292-8364  
E-mail address: Carli.Grady@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.

### **7.5.2 Project Authority (to be provided at contract award)**

The Project Authority for the Contract is:

Name:  
Title:



Organization:  
 Address:  
 Telephone:            \_\_\_ - \_\_\_ - \_\_\_\_\_  
 Facsimile:            \_\_\_ - \_\_\_ - \_\_\_\_\_  
 E-mail address:       \_\_\_\_\_

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

**7.5.3 Contractor's Representative –Completed at Contract Award**

**7.6 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.

**7.7 Payment**

**7.7.1 Basis of Payment – Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price as specified in Annex "B" for a cost of \$ \_\_\_\_\_ insert the amount at contract award*). Customs duties are *included* 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.

**7.7.2 Method of Payment**

**Milestone Payments**

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. 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;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

**7.8 Invoicing Instructions**

Invoices shall be submitted using **one of the following methods:**

<u>E-mail:</u>	<b>OR</b>	<u>Fax:</u>
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<p><u><a href="mailto:NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca">NRCan.invoice_imaging- service_dimagerie_des_factures.RNCan@canada.ca</a></u></p> <p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>	<p>Local NCR region: <b>613-947-0987</b> Toll-free: <b>1-877-947-0987</b></p> <p><b>Note:</b> Use highest quality settings available.</p>
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Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

## 7.9 Certifications

### 7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)

### 7.11 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) the supplemental general conditions : **4007** - Canada to Own Intellectual Property Rights in Foreground Information (2010-08-16).
- (c) the general conditions 2010B (2016-04-04) Professional Services - Medium Complexity
- (d) Annex A, Statement of Work
- (e) 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)).

### 7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)



**OR**

*SACC Manual* clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

### **7.13 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.

### **7.14 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **SW.1.0 TITLE**

Adaptation Platform Coastal Management Working Group State of Play Report

#### **SW.2.0 BACKGROUND**

Successfully planning for and managing the impacts of climate change requires not only the understanding of the risks and opportunities created by a changing climate but also information sharing and collaboration among multiple levels of stakeholders and decision-makers. The Climate Change Impacts and Adaptation Division (CCIAD) of Natural Resources Canada is leading the implementation of Canada's Adaptation Platform, which brings together national industry associations, national professional organizations, representatives from federal, provincial and territorial, and municipal governments, as well as other relevant organizations to advance action on adaptation.

Under the Platform, the multi-stakeholder Coastal Management Working Group was created in 2012 to plan and carry out activities to advance adaptation decision-making. The Working Group developed a program of work for the period 2012-2016 and a suite of activities was completed to contribute to the Working Group's objectives.

There is now a need to produce a State of Play report to provide Working Group members with a common understanding of the current state of adaptation, activities underway and gaps and opportunities moving forward. The information in the document will provide a basis for the Working Group discussions on the objectives and content of their program work plan for the next 5 years.

#### **SW.3.0 OBJECTIVES**

The objective is to develop a "state of play" report on climate change adaptation in Canada's marine coastal regions with input from Natural Resources Canada, the Adaptation Platform Coastal Management Working Group, and other identified experts.

#### **SW.4.0 PROJECT REQUIREMENTS**

##### **SW.4.1 Tasks, Deliverables, Milestones and Schedule**

###### **Task Development of a State of Play report**

The purpose of the State of Play document is to provide an overview of the state of adaptation in Canada's marine coastal regions and to identify gaps and opportunities and potential options for addressing them. This will be used to provide NRCan and the Working Group members a common understanding of the issue. The information will provide a basis for the Working Group discussions on the objectives and content of their work plan for the next 5 years.

This Report will also be shared publicly as a resource to inform adaptation planning and actions across Canada. As such, proper referencing and figure credits must be included.



The contractor will prepare a State of Play report that includes sections addressing:

1. Overview of the economic, ecological, and cultural importance of Canada's marine coasts and current information on the "outlook" and trends based on government, academic, and industry sources.
2. Summary of climate change impacts and adaptation risks and opportunities in Canada's marine coasts related to the region including, but not limited to: (economic, infrastructure, social and cultural, human health, and ecological).
3. Analysis of developments in adaptation in this sector in the past 5 years such as new knowledge and tools, policies developed and implemented, best practices, actions, innovations. Including actions by communities, provinces, federal governments, private sector, related professions, others. Include lessons learned and identify barriers to adaptation.
4. Describe the current state of adaptation action in the region based on the analysis conducted above. What is needed to address risks going forward? What is needed to capture opportunities? Identify a range of potential actions to help reduce the identified risks and advance the opportunities e.g., policy, program initiatives, collaboration between regions, new knowledge and tools, linkages and collaboration. Identify where an integrated approach may be required and what linkages with other sectors are critical to address the work eg. transportation and shipping, communities, energy, fisheries, tourism, and historic sites and conservation areas.

The Contractor will work with NRCan to approve a Table of Contents at the beginning of the contract.

The contractor will conduct research with a focus on relevance to Canada, including a literature and web-based review. The contractor will conduct at least 10 interviews with targeted experts to be determined in consultation with NRCan.

The contractor will present the first draft report by teleconference to the Working Group. The contractor will incorporate comments from the Working Group into a second draft. The second draft would be reviewed by NRCan. The final report would be presented at the end of the project.

Content in the report must be appropriately referenced, and the final report must include a formatted reference list.

### **Deliverables**

The contractor will prepare the following deliverables:

1. Two drafts and a final State of Play report.
2. Two presentations by teleconference as described above.
3. A PowerPoint presentation summarizing results.

It is expected that the report will be no more than 15,000 words in length with the potential for additional annexes, subject to consultation with NRCan. The breakdown for the State of Play sections as described above would be for points 1 and 2 approximately 3,000 words with the majority of focus and effort being focused on points 3 and 4.



While the language of the draft and final report will be English, the Contractor must be able to communicate orally and in writing in both English and French.

The reports, as well as all tables and figures, will be delivered in electronic form using Microsoft Word.

All Intellectual Property that arises in the course of the contract shall vest in the department.

Sources of information for the State of Play may include, but are not limited to:

1. National science assessment reports (available on the NRCan website)
2. Reports from Working Group projects prepared between 2012 and 2016 (some projects may include literature reviews on specific aspects of the sector)
3. Previous State of Play report
3. Web research to capture scientific and technical literature, as well as best practices and case studies. Literature databases including but not limited to the Adaptation Library, regional web sites, and sector sources should be used.
4. Interviews with working group members and experts

Tasks/Activities	Deliverables/Milestones	Time Schedule
State of Play Report	Annotated Table of Contents	10 working days after start of contract
	1 <sup>st</sup> draft Report	40 working days after start of contract
	Teleconference Presentation to Working Group	5 working days after delivery of the 1 <sup>st</sup> draft report
	2 <sup>nd</sup> draft	60 working days after start of the contract
	Final Report	October 31, 2016
	Teleconference Presentation of Final Report	Within 10 working days of delivery of the final report.

#### SW.4.2 Reporting Requirements

The Contractor will meet 3 times with CCIAD, first at the start of the contract to review and finalize the project details and discuss the Table of Contents. The Contractor will then meet with CCIAD after delivery of draft 1 and draft 2 of the State of Play Report to review progress. The meetings will take place either in-person (if the contractor is located in Ottawa) or by telephone.

The Contractor will update the NRCan Project Authority monthly on progress by email.

The Contractor will participate in 2 Working Group conference calls to present and discuss the Report as indicated above.

#### SW.4.3 Method and Source of Acceptance



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All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

#### **SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW**

##### **SW.5.1 Contractor's Obligations**

The Contractor must be able to communicate orally and in writing in both English and French.

In addition to the obligations outlined in Section 4 of this Statement of Work, the Contractor shall:

1. Keep all documents and proprietary information confidential;
2. Return all materials belonging to NRCan upon completion of the Contract;
3. Submit all written reports in electronic Microsoft Office Word format;
4. Participate in teleconferences, as needed.

##### **SW.5.2 NRCan's Obligations**

The Department will:

1. Provide web links to key documents required for the State of Play report;
2. Provide electronic or paper copies of documents produced by CCIAD programs if they are not available on the web;
3. Provide comments on draft reports within 12 working days;
4. Offer other assistance or support to facilitate effective and efficient work completion.

##### **SW.5.3 Location of Work, Work Site and Delivery Point**

Work is expected to be completed at the Contractor's place of business, save for meetings with the client as noted above. The work will be delivered to the Project Authority at NRCan.

##### **SW.5.4 Language of Work**

The Contractor must be able to communicate and deliver services in both English and French.



**ANNEX “B”**

**BASIS OF PAYMENT**

Bidder tendered all-inclusive firm price to perform the work is \$ \_\_\_\_\_ in Canadian funds, GST/HST excluded. Any Travel and Living Expenses, in accordance with Treasury Board Guidelines, and other miscellaneous expenses must be included in the firm price. The price tendered will be payable in milestone payments

<b>Deliverable</b>	<b>Description of Deliverable</b>	<b>Deliverable Firm Price (GST/HST excluded)</b>
<b>1</b>	1 <sup>st</sup> draft Report <i>(25% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable as identified in the statement of work at Annex “A”).</i>	\$
<b>2</b>	2nd draft Report <i>(25% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable as identified in the statement of work at Annex “A”).</i>	\$
<b>3</b>	Final Report and Presentation <i>(50% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable as identified in the statement of work at Annex “A”).</i>	\$
	<b>Total Firm Price</b>	\$



**ANNEX “C” to PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**C.1 MANDATORY TECHNICAL CRITERIA**

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Bidders are advised to address each criterion in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory criteria may be excluded from further considerations. The technical proposal should address each of the criteria in the order in which they appear.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	<p><b>Resource Requirements</b></p> <p>The Bidder must propose by name, all of the resources designated for the following labour categories, as found below:</p> <ol style="list-style-type: none"> <li>1. At least one (1) individual for the role <b>Subject Matter Expert (SME - Coastal)</b> in the area of coastal issues and management.</li> <li>2. At least one (1) individual for the role <b>Subject Matter Expert (SME – Climate Change Adaptation)</b> in the area of climate change adaptation.</li> <li>3. At least one (1) individual in the area of conducting research and analysing information.</li> </ol> <p>Note: The same individual can be designated for more than one role.</p>		
M2	<p><b>Language Requirement</b></p> <p>The bidder must propose and identify a minimum of one resource that has the capacity to provide services, orally and in writing, in both English and French as required, including to conduct research and interviews.</p>		



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M3	<p><b>Experience and Knowledge (SME – Coastal)</b></p> <p>The bidder must provide two (2) reports on the subject of Canadian coasts where the SME was a lead or contributing author. The reports may be the same as the reports cited in the CV and must relate to projects in progress or successfully completed not more than eight (8) years before the issuance of this RFP.</p>		
M4	<p><b>Experience and Knowledge (SME - Climate Change Adaptation)</b></p> <p>The bidder must provide two (2) reports which address climate change adaptation in Canada where the SME was the lead or contributing author. The reports may be the same as the reports cited in the CV and must relate to projects in progress or successfully completed not more than eight (8) years before the issuance of this RFP.</p>		
M5	<p><b>Resume</b></p> <p>Bidders must include within their proposal a detailed curriculum vitae (CV) for each proposed resource named in their proposal. CVs must at a minimum include:</p> <ul style="list-style-type: none"> <li>• Description of the proposed resource’s education and professional qualifications,</li> <li>• Work experience as it relates to the provision of the services described in the Statement of Work attached as Annex “A”, and a list of relevant publications and reports.</li> </ul>		
M6	<p><b>Project Team Knowledge</b></p> <p>Bidder must include a short overview report (not longer than three pages) describing the state of Canada’s coastal regions, risks from climate change impacts, and opportunities to advance adaptation and increase resilience.</p>		
M7	<p><b>Work plan and Approach</b></p> <p>Bidders must include a description of the project approach including a work plan describing activities, deliverables, and timeline. In addition, the Bidder must identify at least two (2) and up to a maximum of four (4) potential risks to completing the work and propose solutions to overcome the challenges. (Maximum 10 pages)</p>		

**C.1.1 POINT RATED TECHNICAL CRITERIA**

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria. Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information



contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Only those proposals which are responsive (compliant) with all of the mandatory criteria and then achieve (or exceed) the stated minimum points required for the point rated technical criteria section will be further considered for award of a contract. Proposals not meeting the minimum points required will be deemed non-responsive.



Criterion ID	Point Rated Technical Criteria	Points Breakdown	MAX Points	Proposal Page #
R1	<p><b>Experience and Knowledge (SME – Coasts)</b></p> <p>In relation to M3 (2 reports) and M5 (CV(s) for SME – Coasts), the experience and knowledge of the SME will be evaluated and points will be awarded.</p>	<p>Overall points will be allocated based on the following scale:</p> <ol style="list-style-type: none"> <li>1. Report examples and identified SME CV(s), including publications and reports list, demonstrate that the SME has excellent knowledge and experience in delivering projects and reports as evidenced by seven (7) or more referenced reports and publications of high quality and relevance - 10 points.</li> <li>2. Report examples and identified SME CV(s), including publications and reports list, demonstrate that the SME has very good knowledge and experience in delivering projects and reports as evidenced by five (5) or more referenced reports and publications of high quality and relevance – 7 points.</li> <li>3. Report examples and identified SME CV(s), including publications and reports list, demonstrate that the SME has good knowledge and experience in delivering projects and reports as evidenced by three (3) or more referenced reports and publications of high quality and relevance – 5 points.</li> <li>4. Report examples and identified SME CV(s), including publications and reports list, demonstrate that the SME has unsatisfactory knowledge and experience to accomplish the required project tasks– 0 points.</li> </ol>	10	
R2	<p><b>Experience and Knowledge (SME – Climate)</b></p>	<p>Overall points will be allocated based on the following</p>	10	



	<p><b>Change Adaptation)</b></p> <p>Based on the requirements of M4 and M5 (CV(s) for SME – Climate Change Adaptation), the experience and knowledge of the SME will be evaluated and points will be awarded.</p>	<p>scale:</p> <ol style="list-style-type: none"> <li>1. Report examples and identified SME CV(s), including publications and reports list, demonstrate that the SME has excellent knowledge and experience in delivering projects and reports as evidenced by seven (7) or more referenced reports and publications of high quality and relevance - 10 points.</li> <li>2. Report examples and identified SME CV(s), including publications and reports list, demonstrate that the SME has very good knowledge and experience in delivering projects and reports as evidenced by five (5) or more referenced reports and publications of high quality and relevance – 7 points.</li> <li>3. Report examples and identified SME CV(s), including publications and reports list, demonstrate that the SME has good knowledge and experience in delivering projects and reports as evidenced by three (3) or more referenced projects of high quality and relevance –5 points.</li> <li>4. Report examples and identified SME CV(s), including publications and reports list, demonstrate that the SME has unsatisfactory knowledge and experience to accomplish the required project tasks– 0 points.</li> </ol>		
<b>R3</b>	<p>In relation to M6 and M5 (CVs for the team), the experience, knowledge, and capacity for the project team will be evaluated and points will be awarded</p>	<p>Overall points will be allocated based on the following scale:</p> <ol style="list-style-type: none"> <li>1. Short Overview Report and team CV(s) demonstrate that the team has Excellent knowledge and extensive experience in delivering high quality projects and reports - 20 points.</li> </ol>	20	



		<p>2. Short Overview Report and team CV(s) demonstrate that the team has very good knowledge and experience in delivering good quality projects and reports –15points.</p> <p>3. Short Overview Report and team CV(s) demonstrate that the bidder’s team has good knowledge and experience in delivering projects and reports – 10points.</p> <p>4. Short Overview Report and team CV(s) demonstrate that the team has unsatisfactory knowledge and experience to accomplish the required project tasks– 0 points.</p> <p>5. No response. The Bidder does not address the criterion – 0 points</p> <p><b>Note:</b> A key to the terms “Excellent, Very Good, Good, Unsatisfactory and Non Responsive” is depicted at the end of the Evaluation Grid.</p>		
<b>R4</b>	<p><b>Project Work Plan and Approach</b></p> <p>In relation to M7, the submitted work plan and project approach will be evaluated and points will be awarded considering the following.</p> <p>The work plan should describe the work elements and activities that must be completed, the amount of time that will be allocated, the interim deliverables, the SME resource allocations, and mitigating solutions to overcome the most significant risks to completing the work on time.</p>	<p>Overall points will be allocated based on the following scale:</p> <ul style="list-style-type: none"> <li>• No Response = 0 points</li> <li>• Unsatisfactory = 4 points</li> <li>• Good = 08 points</li> <li>• Very Good = 12 points</li> <li>• Excellent = 16 points</li> </ul> <p><b>Note:</b> A key to the terms “Excellent, Very Good, Good, Unsatisfactory and Non Responsive” is depicted at the end of the Evaluation Grid.</p>	16	
<b>R5</b>	<p><b>Quality of Proposal</b></p> <p>The overall quality of the proposal will be</p>	<p>A) Concise (maximum of 1 point)</p> <p>B) Clear language (maximum of 1 point)</p> <p>C) Well organized (maximum of 1 point)</p>	4	



	<p>assessed and points will be awarded for the following:</p> <ul style="list-style-type: none"> <li>a) Concise</li> <li>b) Clear language</li> <li>c) Well organized</li> <li>d) Free of spelling and grammar mistakes</li> </ul>	<p>D)Free of spelling and grammar mistakes (maximum of 1 point)T</p>		
<b>Total points Available</b>			60	
<b>Total points required to be deemed compliant (70%)</b>			42	

<b>Excellent (Maximum Points Available)</b>	The Bidder's response to this criterion is in depth and the requirement is exceeded. The knowledge, experience or approach demonstrated should ensure highly effective performance on this aspect of the work.
<b>Very Good</b>	The Bidder's response to this criterion addresses the requirement well. The knowledge, experience or approach demonstrated should ensure more than adequate performance on this aspect of the work.
<b>Good</b>	The Bidder's response satisfactorily addresses this criterion. The knowledge, experience or approach demonstrated should meet the minimum needed for adequate performance on this aspect of the work.
<b>Unsatisfactory</b>	The Bidder's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
<b>No Response</b>	The Bidder does not address the criterion.



**C2 FINANCIAL PROPOSAL**

**C2.1 TAXES AS RELATED TO BIDS RECEIVED**

For Canadian-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable **included**, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, **excluded**;

For foreign-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) and **exclude** Canadian customs duties, excise taxes and GST or HST, as applicable. Canadian customs duties and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders. If the prices submitted in the financial proposal are not in Canadian Funds the exchange rate in effect on the date of bid closing will be applied for evaluation purposes only.

**C2.2 FUNDING LIMITATION**

NRCan has allocated a maximum of \$ 50,000.00 in funding for this requirement, **inclusive of a) the Price to perform the Work, and b) any Travel and Living and c) Miscellaneous Expenses that may be required**; Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra to the Funding Limitation; **any bids received in excess of this maximum funding will be automatically deemed non-responsive and will not be evaluated.**

**C2.3 PRICING DETAILS TO BE PROVIDED IN FINANCIAL PROPOSAL**

The Bidder hereby offers to NRCan, as requested by the Minister, to furnish all necessary expertise, supervision, materials, equipment and other items necessary to performing the work as described in the statement of work of this Request for Proposal and in accordance with the terms and conditions of the Request for Proposal, to the satisfaction of the Minister, or his or her authorized representative, for the following price(s).

Bidders must provide financial details as requested in this Annex. Proposals which do not contain pricing details as requested below shall be considered incomplete and non-responsive.

**C2.3.1 Milestone Payments**

**Bidder tendered all inclusive firm price to perform the work is \$\_\_\_\_\_ in Canadian funds, GST/HST excluded. Any Travel and Living Expenses, in accordance with Treasury Board Guidelines, and other miscellaneous expenses must be included in the firm price. The ceiling price tendered will be payable in milestone payments.**

**The Bidder will complete the milestone schedule below by providing its proposed firm milestone amounts for the work, based on the percentages provided:**

Deliverable	Description of Deliverable	Deliverable Firm Price (GST/HST excluded)
1	1 <sup>st</sup> draft Report <i>(25% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable as identified in the statement of work at Annex "A").</i>	\$



2	2nd draft Report <i>(25% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable as identified in the statement of work at Annex "A").</i>	\$
3	Final Report and Presentation <i>(50% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable as identified in the statement of work at Annex "A").</i>	\$
	<b>Total Tendered Firm Price</b>	\$