



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>shawn.davis@canada.ca</b></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT CANADA</b></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><b>SOUSSION À:</b> <b>ENVIRONNEMENT CANADA</b></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><b>Title – Titre</b> Operation, Sample Processing and Quality Assurance/Quality Control (QA/QC) of the Air Monitoring Program for Organic Pollutants in the Arctic</p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> 5000022755</p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</b> 2016-06-28</p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b></p> <p><b>at – à 3:00 P.M.</b> <b>on – le August 9, 2016</b></p>	<p><b>Time Zone – Fuseau horaire</b> EST</p>
	<p><b>F.O.B – F.A.B</b></p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> Shawn Davis shawn.davis@canada.ca</p>	
	<p><b>Telephone No. – N° de téléphone</b> 819-938-3814</p>	<p><b>Fax No. – N° de Fax</b></p>
	<p><b>Destination - of Services / Destination des services</b> 4905 Dufferin Street, Downsview, Ontario M3H 5T4</p>	
	<p><b>Security / Sécurité</b> There is a security requirement associated with this requirement.</p>	
	<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p>	
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>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)</b></p>		
<p><b>Signature</b></p>	<p><b>Date</b></p>	

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## **PART 1 – GENERAL INFORMATION**

### **1. Security Requirement**

Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets (Block 6b);

- Personnel Security level – RELIABILITY (Block 10a);

- 1.1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- 1.3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 1.4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex A;
  - b. Industrial Security Manual (Latest Edition).

The data provided to the Contractor, as well as all summaries, reports and documents generated as the result of this contract are Crown properties.

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

The Work to be performed is detailed under Article 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 sent directly to the Contracting Authority.

Bids must be sent to the following address, by the time and date indicated below:

**shawn.davis@canada.ca**

**at – à 3:00 P.M.**

**on – le August 9, 2016**

## 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 5 days calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **5. Applicable Laws**

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

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

#### **6. Basis for Canada's Ownership of Intellectual Property**

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

- (6.4.1) the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

## **PART 3 – BID PREPARATION INSTRUCTIONS**

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

Canada requests that bidders provide their bid in separate attachments sections as follows:

Section I: Technical Bid (electronic copy)

Section II: Financial Bid (electronic copy)

Section III: Certifications (electronic 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.

2. Proposals should be concise and should address, but not necessarily be limited to, the Statement of Work and Evaluation Criteria. It is suggested that these criteria be addressed in sufficient depth in the proposals. Simply repeating the statements contained in the Statement of Work is not sufficient; the proposals must explain and demonstrate the bidder's knowledge on issues relevant to the study, that the work requirements have been understood, how they will be carried out and any proposed changes. The proposal must include a detailed schedule with a breakdown showing time allocated for specific tasks as well as the resources assigned to each task.

To be awarded points, a project description must contain at a minimum the following information:

- Project title, client name and industry sector;
- Planned and actual dollar values;



- Planned start and finish dates;
- Nature of services provided for the project or study, methodologies and approaches employed;
- Project team members involved and their roles;
- Summary of the project; and
- Name of contact who may be contacted as a reference.

The proposal should describe in sufficient detail the technical qualifications and relevant experience of the contractor and key professional staff and sources of reference data/information.

### **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 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.
- (g) 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.

The proposals submitted will be evaluated in accordance with the following criteria: personnel and expertise, understanding, strategy and methodology, quality of the proposal and best value for the Crown.

If no acceptable bids are received, Environment Canada reserves the right to not award this contract.

#### **1.2 Technical Evaluation**

##### **1.2.1 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.

Mandatory Evaluation Criteria	
Evaluation Criteria	Met/Not Met
<ul style="list-style-type: none"> <li>▪ <b>M1:</b> The Bidder clearly identifies its Project Management Personnel.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>M2:</b> The Bidder clearly identifies its Laboratory Analytical Personnel, AND demonstrates that at least one of the proposed personnel has a minimum of 5 years of experience in analysing air samples for trace semi-volatile organic pollutants.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>M3:</b> The Bidder clearly identifies its Field Sampling and Site Coordination Personnel.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>M4:</b> The bidder must demonstrate that one of the Laboratory Analytical Personnel has a minimum of 5 years of experience in:               <ul style="list-style-type: none"> <li>○ a) field and laboratory data QA/QC for organic pollutant measurements in air; and</li> <li>○ b) using the Research Data Management and Quality Control System (RDMQ™) data base</li> </ul> </li> </ul>	

## 1.2.2 Point Rated Technical Criteria

The criteria contained herein will be used 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. The assessment will be based solely on the information contained within the proposal. Environment Canada may confirm information or seek clarification from bidders.

Only those proposals which are responsive (compliant) with all of the mandatory criteria will be evaluated under the Point Rated Technical Criteria.

Proposals MUST achieve the minimum overall score in the rated criteria; proposals not meeting the minimum required score (50 out of 80) on the rated criteria will be deemed non-compliant and be given no further consideration.

Table 4: Technical Rated Evaluation Criteria	
Evaluation Criteria	Maximum Score
<p><b>Expertise of the Bidder company</b></p> <ul style="list-style-type: none"> <li>▪ <b>R1:</b> Bidder's years of experience related to air monitoring of persistent organic pollutants (POPs). <ul style="list-style-type: none"> <li>• <i>1 point per year of experience demonstrated in the proposal, up to a maximum of 10 pts</i></li> </ul> </li>   <li>▪ <b>R2:</b> Bidder's experience related to air monitoring projects conducted at Arctic field stations. <ul style="list-style-type: none"> <li>• <i>1 point per Arctic site demonstrated in the proposal, up to a maximum of 10 pts</i></li> </ul> </li>   <li>▪ <b>R3:</b> Number of peer-reviewed scientific publications co-authored by bidder's staff on air sampling of POPs. <ul style="list-style-type: none"> <li>• <i>1 point per publication, up to a maximum of 10 pts</i></li> </ul> </li> </ul> <p style="text-align: right;"><b>Sub-total:</b></p>	<p>10</p> <p>10</p> <p>10</p> <p><b>30</b></p>
<p><b>Qualification and Experience of Key Personnel</b></p> <ul style="list-style-type: none"> <li>▪ <b>R4:</b> Project manager demonstrates experience in leading and successfully achieving projects of similar scope. To be considered similar, the projects must: <ul style="list-style-type: none"> <li>○ a) have been an air sampling project for organic pollutants, including POPs; and</li> <li>○ b) have been conducted at a remote location (including the Arctic). <ul style="list-style-type: none"> <li>• <i>1 point per similar project led by the project manager up to a maximum of 10 pts</i></li> </ul> </li> </ul> </li> </ul>	<p>10</p>

Table 4: Technical Rated Evaluation Criteria	
Evaluation Criteria	Maximum Score
<p><b>R5:</b> The two most experienced Field Sampling and Site Coordination Personnel combined years of experience in the coordination of air monitoring site operation at Arctic locations <i>1 point per year of demonstrated combined experience to a maximum of 10 pts</i></p>	10
<ul style="list-style-type: none"> <li>▪ <b>R6:</b> The single most experienced Laboratory Analytical Personnel years of experience in the analysis of POPs and other trace organic pollutants in air samples (cannot exceed 1 person): <ul style="list-style-type: none"> <li>• <i>1 point per year of demonstrated combined experience up to a maximum of 10 pts</i></li> </ul> </li> </ul>	10
<ul style="list-style-type: none"> <li>▪ <b>R7:</b> For the resource identified for M4 the Laboratory Analytical Person's experience in: <ul style="list-style-type: none"> <li>○ a) field and laboratory data QA/QC for organic pollutant measurements in air; and</li> <li>○ b) using the Research Data Management and Quality Control System (RDMQ™) data base <ul style="list-style-type: none"> <li>• <i>1 point per year of demonstrated experience exceeding 5 years up to a maximum of 5 pts</i></li> </ul> </li> </ul> </li> </ul>	5
	5
<b>Sub-total:</b>	<b>40</b>
<b>Workplan and Methodology</b>	
<ul style="list-style-type: none"> <li>▪ <b>R8:</b> Detail and completeness of the Workplan <ul style="list-style-type: none"> <li>• <i>The approach is logical, well-defined and detailed. The proposal clearly identifies the milestones, timelines and deliverables. = 5 pts</i></li> <li>• <i>The approach is logical and defined. The proposal identifies the milestones, timelines and deliverables = 3 pts</i></li> <li>• <i>The proposal does not identify all the milestones, timelines and deliverables = 0 pt</i></li> </ul> </li> </ul>	5
<ul style="list-style-type: none"> <li>▪ <b>R8:</b> Staff assignment to major tasks and sub tasks <ul style="list-style-type: none"> <li>• <i>The workplan outlines major tasks and sub tasks and demonstrates staff assigned to corresponding major and sub tasks = 5 pts</i></li> <li>• <i>The work plan outlines major tasks and demonstrates staff assigned to corresponding major tasks = 2 pts</i></li> <li>• <i>The work plan does not demonstrate staff assigned to corresponding major tasks = 0 pt</i></li> </ul> </li> </ul>	5
<b>Sub-total:</b>	<b>10</b>

Table 4: Technical Rated Evaluation Criteria	
Evaluation Criteria	Maximum Score
<b>TOTAL SCORE</b>	<b>80</b>

### 1.3 Financial Evaluation

#### 1.3.1 Mandatory Financial Criteria

A maximum of \$440,900.00 (excluding GST/HST) will be paid for the completion of the project. Proposals exceeding this amount will be considered noncompliant and given no further consideration. Total value of contract is not to exceed \$440,900.00 (excluding GST/HST).

## 2. Basis of Selection

The Contractor selection will be based on the highest combined rating of technical merit (proposal, qualifications and experience) and price proposal. The evaluation 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. 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%.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

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 4 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 86 and the lowest evaluated price is \$41,000.

**Table 4. Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>	80/86	72/86	70/86
<b>Bid Evaluated Price</b>	\$48,000.00	\$45,000.00	\$41,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$80/86 \times 70 = 65.12$	$72/86 \times 70 = 58.60$	$70/86 \times 70 = 56.98$
<b>Pricing Score</b>	$41/48 \times 30 = 25.63$	$41/45 \times 30 = 27.33$	$41/41 \times 30 = 30.00$
<b>Combined Rating</b>	90.75	85.93	86.98
<b>Overall Rating</b>	<b>1st</b>	<b>3rd</b>	<b>2nd</b>

## **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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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:** Collection, evaluation and characterization of biogeochemical background concentration data to inform metals assessments

### **1. Security Requirement**

Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets (Block 6b);

• Personnel Security level – RELIABILITY (Block 10a);

- 1.1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- 1.3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 1.4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex A;
  - b. Industrial Security Manual (Latest Edition).

The data provided to the Contractor, as well as all summaries, reports and documents generated as the result of this contract are Crown properties.

### **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 Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
  3. 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.

4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, 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. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

- B. For standard service requirements (ex.: manual services, snow or garbage removal, cleaning, window washing, maintenance, etc.) the general conditions 2010 B General Conditions Professional Services (Medium Complexity), must be modified as follows:**

**At Section 06 Subcontracts**

**Delete:** paragraphs 1, 2, and 3 in their entirety.

**Insert:** "The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor."

**At Section 19 Copyright**

**Delete:** In its entirety

**Insert:** "Deleted"

**4. Term of Contract**

**4.1 Period of the Contract**

- a. **Contract Period :** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
  - i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends March 31, 2017 ; and
  - ii. the period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- b. **Option to Extend the Contract :**
  - i. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period under the same

terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

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

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shawn Davis  
Title: Regional Manager  
Environment Canada  
Procurement and Contracting  
Address: 200 Sacre Coeur

Telephone: 819-938-3814  
E-mail address: [shawn.davis@canada.ca](mailto:shawn.davis@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 disclosed upon contract award*)**

The Technical Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:

Telephone:  
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**

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

Organization: \_\_\_\_\_

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 \_\_\_\_\_ (*insert "included", "excluded" OR "subject to exemption"*) 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 (*insert "included", "excluded" or "subject to exemption"*) 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 Payment**

- (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 Deliverables and Schedule**

Work shall begin on contract award and end on March 31, 2017.

- a. Every 6 months, a status report on Tasks 1-4 to the Science Lead.
- b. In 2016, a report for Task 5 to the Science Lead.
- c. On 31 March, 2017, a quality controlled database of network air concentration results provided in suitable spreadsheet format to ECCC according to Task 6.
- d. For option year 2018/19, on 31 March, 2019, a site audit report for Task 7 to the Science Lead.

The work must be submitted by email to the Science Lead of the project.

## **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 \(Medium Complexity\)](#) (*insert date*)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) 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

### 1. Title:

**Operation, Sample Processing and Quality Assurance/Quality Control (QA/QC) of the Air Monitoring Program for Organic Pollutants in the Arctic**

### 2. Introduction

The Air Quality Processes Research Section (ARQP) of Environment and Climate Change Canada (ECCC) has undertaken the air monitoring of organic pollutants in air at the Canadian High Arctic Station of Alert, Nunavut, under the Northern Contaminants Program (NCP) (Indigenous and Northern Affairs Canada) and ECCC's Chemicals Management Plan (CMP). This project supports the Arctic Council's Arctic Monitoring and Assessment Programme (AMAP), the United Nations Environment Program (UNEP) Stockholm Convention on Persistent Organic Pollutants (POPs) and the United Nations Economic Commission for Europe (UNECE) Convention on Long-range Transboundary Air Pollution POPs Protocol. The objective of this contract is to assist ARQP in the continued operation of the Alert station for northern contaminants (including persistent organochlorines, polycyclic aromatic hydrocarbons, new and emerging chemicals of concern) in accordance with the Statement of Work detailed herein.

### 3. Budget

The estimated value of this contract is \$87,100 for FY2016/17, which is the maximum value due to project budget limitation. The estimated value does not represent a commitment on the part of the Crown. The cost breakdown is as follows:

Professional time	\$51,000
Materials and services	\$36,100

The contract may be extended for 4 periods of one-year (1 April of one specific year to 31 March of the next year) under the same terms and conditions. The option years are FY17/18 to FY20/21. The estimated maximum value of these extended option years are as follows:

- Option 1 (FY 17/18): \$87,100
- Option 2 (FY 18/19)\*: \$92,500
- Option 3 (FY 19/20): \$87,100
- Option 4 (FY 20/21): \$87,100

The cost breakdown of all option years are the same as for FY16/17, except for Option 2 (FY 18/19)\* which has a cost breakdown as follows:



Professional time	\$51,000
Materials and services	\$36,100
Field audit professional time	\$4,700
Field Audit travel expense	\$700

#### **4. Background**

The Air Quality Processes Research Section (ARQP) of Environment and Climate Change Canada (ECCC) has undertaken the air monitoring of organic pollutants in air at the Canadian High Arctic Station of Alert, Nunavut, under the Northern Contaminants Program (NCP) (Indigenous and Northern Affairs Canada) and ECCC's Chemicals Management Plan (CMP).

This project has been operating at Alert since 1992. Experience at this site is required to assemble the sampling system suitable for the High Arctic, to prepare and extract sample media and to oversee data QA/QC as applied to the NCP's set protocol. The supplier must also ensure consistency in the operation and the resulting dataset since 1992 to maintain the long-term time trends of target contaminants at this site.

#### **5. Objectives**

- (i) To track and document all samples delivered to and received from Alert collected using a custom-made super high volume air sampler (superhivol);
- (ii) To track and document all samples delivered to and received from Alert collected with a separate high volume air sampler (PS-1 hivol) for the measurement of new and emerging chemicals of concern;
- (iii) To preclean and extract one-year supply of polyurethane foam plugs (PUFs) and glass fiber filters (GFFs) to maintain routine sampling at Alert using the superhivol;
- (iv) To preclean and extract one-year supply of PUF-XAD sandwich and GFFs to maintain routine sampling using the PS-1 highvol at Alert for new and emerging chemical sampling;
- (v) To archive half of each extract from samples collected using the superhivol and document any sub-sampling from these archived extracts for future explorative analysis;
- (vi) To prepare sample transport cases and jars for annual sealift to Alert and package samples as required for shipment;
- (v) To oversee QA/QC of sample preparation and extraction processes, as well as QA/QC of data analysis according to the NCP set protocols; and
- (vi) To conduct independent field audit and site maintenance once every 3 years.

#### **6. Scope of Work**

**Task 1: To track and document all samples from the superhivol and PS-1 hivol at Alert**

To ensure proper operation of the superhivol and PS-1 hivol at Alert by maintaining up-to-date standard operating procedures (SOPs) and, documentation of sample tracking, deployment and sampler calibration through communication with the Alert site operator and coordinator. Train site operator on sampler operation, maintenance and calibration.

**Task 2: Preparation and Shipping of Sampling Materials**

a) Routine sampling - Pre-clean one-year supply of PUF plugs in hexane and pre-clean GFFs and shipped to Alert so as to maintain routine sampling. The total number of sampling media required for routine sampling is as follows:

FY16/17

	FILTERS	PUFs
ALERT purchase	64	116
ALERT pre-clean	64	116

b) Sampling of New and Emerging Chemicals - Pre-clean PUF-XAD sandwich (Accelerated Solvent Extraction (ASE®) with hexane followed by methanol) and glass fiber filters and individually wrapped in aluminum foil. Provide and pre-pack sampler cartridges (each holds 1 glass fiber filter and 1 XAD-PUF sandwich) and shipped to Alert for the sampling of emerging chemicals. The total number of sampling media required for sampling emerging chemicals is as follows:

FY16/17

	FILTERS	PUF-XAD sandwich
ALERT purchase and pre-clean	27	27

**Task 3: Sample Extraction**

Extract samples and blanks after exposure:

FY16/17

	FILTERS	PUF	PUF-XAD sandwich
Routine sampling	64	116	-
Emerging chemical sampling	27	-	27

Routine sampling samples: PUF extracted with hexane and glass fiber filter with dichloromethane.

Emerging chemical samples: PUF-XAD sandwich and glass fiber filter extracted separately by Accelerated Solvent Extraction (ASE®) with hexane followed by methanol.

#### **Task 4: Archiving samples**

Archive half of the extracts from the superhivol samples in tightly sealed glass vials and store at 4 °C with tracking records. When archived extracts are sub-sampled for future exploratory studies, document the amount sub-sampled and the remaining amount of extract in the archive. Check on the archive extracts occasionally to ensure archived extract integrity.

#### **Task 5: Package and handle one-year supply of precleaned samples for both the superhivol and PS-1 hivol for sealift to Alert**

Purchase and prepare sample jars for annual sealift to Alert (usually depart early April). Package all samples in designated transport cases and deliver to Environment and Climate Change Canada's facility at 4905 Dufferin Street, Toronto, Ontario M3H 5T4 before sealift departure.

For FY16/17, 30 additional jars are needed.

#### **Task 6: Quality Control, Quality Assurance and Data Analysis**

- a. Prepare 25 spiked or deuterated QA/QC samples and feed them into the system as appropriate for QA/QC purposes.
- b. Coordinate the movement of extracted samples to the National Laboratory for Environmental Testing (NLET) of Burlington, Ontario and check that data are accurately entered into the ECCC Research Data Management and Quality Control System (RDMQ™) data base through coordination with ECCC's designated Data Manager.
- c. Quality control the data from previous sampling and participate in publication of results.
- d. Ensure consistency in the operation and the resulting dataset since 1992 to maintain the long-term time trends of target contaminants at Alert.

#### **Task 7: Field Audit and Site Maintenance**

One trip to Alert for a technical field audit and site maintenance once every 3 years. One field audit will occur in option year 2018/19. For all trips to Alert, travel costs between Toronto and Alert on military flights and/or charter to Alert are covered by ECCC.

### **7. Deliverables and Schedule**

Work shall begin on contract award and end on March 31, 2017.

- a. Every 6 months, a status report on Tasks 1-4 to the Science Lead.
- b. In 2016, a report for Task 5 to the Science Lead.
- c. On 31 March, 2017, a quality controlled database of network air concentration results provided in suitable spreadsheet format to ECCC according to Task 6.
- d. For option year 2018/19, on 31 March, 2019, a site audit report for Task 7 to the Science Lead.

The work must be submitted by email to the Science Lead of the project.

### **7.1 Method of Acceptance**

The results will be evaluated by the Science Lead of the project.

### **7.2 Performance Standards, Specifications and Quality Measurement**

All precleaned samples need to be prepared, packaged, ready for shipment and delivered to 4905 Dufferin Street, Toronto, Ontario M3H 5T4 before the departure of the annual sealift to Alert.

Samples must be prepared, spiked with specified QA/QC standards, extracted and archived according to the SOPs and protocols of the NCP air monitoring program.

To avoid sample contamination, the Contractor must ensure that their laboratories and sample preparation areas are of low background levels for POPs, flame retardants (FRs), per- and poly-fluoroalkyl substances (PFASs), current-used pesticides (CUPs), and other emerging chemicals of concern. The Science Lead will communicate with the Contractor any changes in the target substance list and of any new chemicals that may be added to the target list in foreseeable future.

## **8. Project Management, Reporting and Communication**

The Contractor will be working off-site at the Contractor's own property. Communication will mainly be carried out by face to face meetings and by phone and emails as required.

## **9. Resources and Level of Effort**

The Contractor must have access to a laboratory that can carry out sample pre-cleaning, extraction and analysis of POPs and priority organic pollutants.

The Contractor must possess the following experience and abilities:

- a) Experience to assemble the air sampling system for trace organic pollutants suitable for the High Arctic;

b) experience in performing field audits and site maintenance in the High Arctic for atmospheric trace organic contaminant sampling and analysis;

c) ability to supply, prepare and extract custom-sized sample media (20 cm diameter glass fiber filters; and 20 cm diameter/ 4 cm thick polyurethane foam plugs) suitable for air sampling of northern contaminants (including persistent organochlorines, polycyclic aromatic hydrocarbons, new and emerging chemicals of concern) according to the set standard operating procedures;

d) ability to oversee data quality assurance/ quality control (QA/QC) in the form of a spreadsheet as applied to the NCP set protocol;

d) ability to ensure consistency in the operation and the resulting dataset since 1992 to maintain the long-term time trends of target contaminants.

## **10. Personnel Replacement and Substitution**

The Contractor may consider using personnel replacements and/or substitutions if s/he meets all the requirements and qualification for such replacement or substitutions.

## **Canadian Forces Site Regulations**

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

## **11. Approach and Methodology**

The Contractor should follow the description in Section 6, with guidance from the Project Science Lead, to complete the work under this contract.

## **12. Language of Work**

English is the main language of work. All deliverables, including reports and project summaries, must be delivered in English.

### **13. Insurance Requirements**

1. Notwithstanding any other provision of this contract, the Contractor shall be responsible for loss of, or damage to, Crown-owned equipment placed in the Contractor's care, custody, and control, pursuant to the terms and conditions of this agreement, and shall indemnify Her Majesty against all losses, charges, and expenses sustained or incurred in connection with such losses or damage.

2. The Contractor shall maintain insurance against loss or damage to Crown-owned property received into the Contractor's care, custody, or control pursuant to this contract.

3. As the Contractor will have direct control or custody of Crown-owned property during the contract period, the Crown feels it is necessary that its interest be protected. Therefore, the Contractor is required to carry comprehensive general liability insurance in an amount so determined by the Contractor to allow adequate protection against any possible claim that may arise as a result of Contractor negligence or malicious act. The Crown is to be named in the policy as an additional insured with cross liability to apply.

4. The present estimated worth of Crown-owned equipment that will be in direct control or custody of the Contractor is \$300,000.00.

5. Commercial General Liability insurance shall be effected by the Contractor and maintained in force throughout the duration of this/any resulting Contract, in an amount usual for a Contract of this nature, but in any case, for a limit not less than \$2,000,000.00, inclusive, for bodily Injury and property damage for any one occurrence or series of occurrences arising out of one cause. Proof of this insurance must be supplied before the Contract will be awarded.

### **14. Location of Work and Travel**

Work will mainly be done off-site at the Contractor's premises. Only during site audit (Task 7), the Contractor will be working on Government premises, namely Canadian Forces Station Alert and the Dr. Neil Trivett Global Atmosphere Watch Observatory at Alert. The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the work is performed.

Meetings/correspondence between the Contractor and the Science Lead will occur regularly and take place by phone or email and by face-to-face meetings at 4905 Dufferin Street, Ontario M3H 5T4 or at the Contractor's premises.

For all trips to Alert, travel costs between Toronto and Alert on military flights and/or charter to Alert are covered by ECCC.

## **15. Duration/Period of Contract**

–Contract award to March 31, 2017

### **Option to Extend Contract**

It is understood and agreed that the contractor grants to Environment and Climate Change Canada the irrevocable options to extend the term of the proposed contract for 4 periods of one-year (1 April of one specific year to 31 March of the next year) under the same terms and conditions. Environment and Climate Change Canada may exercise these options at any time by sending a notice to the contractor at least fifteen (15) calendar days prior to the contract expiry date. The contractor agrees that, during the extended periods of the contract, the rates/prices will be in accordance with the provisions of the contract.

Option years: FY17/18 to FY20/21

Option 1: Extend contract to conduct Tasks 1 to 6 during FY 17/18

Option 2: Extend contract to conduct Tasks 1 to 7 during FY 18/19

Option 3: Extend contract to conduct Tasks 1 to 6 during FY 19/20

Option 4: Extend contract to conduct Tasks 1 to 6 during FY 20/21

## **16. Technical, Operational and Organizational Environment**

The project Science Lead will be available to discuss and provide guidance to the Contractor.

## **17. Payment Schedule/Basis of Payment**

Payments will be made on a monthly basis based on invoice submitted by the Contractor. The invoice must include a brief description of the work performed during the month and payments be made according to the hourly rate of professional service. Travel expenses will be reimbursed according to the travel directive of the Treasury Board of Canada Secretariat: [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp)

## **18. Departmental Responsibilities and Support**

Project specific data will be made available to the Contractor in order to deliver results for this contract and the project Science Lead will be available to answer any questions.

## **19. Contractor Responsibilities**

It is the Contractor's responsibility to notify the project Science Lead and/ or the Project Manager if any unforeseeable circumstances arise that would lead to or interfere with his/her meeting any of the deliverables as given in Section 7 above. With the approval

of the project manager and Science Lead, the Contractor can propose alternative solutions to meet the requirements.

## **20. Applicable Documents and Glossary**

### **Applicable Documents:**

Not applicable.

### **Relevant Terms, Acronyms, Glossaries:**

CMP – Chemicals Management Plan

ECCC – Environment and Climate Change Canada

POPs – persistent organic pollutants

RDMQ™ – Research Management and Quality Assurance System™

SOPs – standard operating procedures



**ANNEX B**

**BASIS OF PAYMENT**

**Pricing Table**

<b>Task</b>	<b>Unit price/ Hourly rates (Name/title of personnel)</b>	<b>Units/No. of hours</b>	<b>Travel</b>	<b>Total</b>
Task 1: To track and document all samples from the superhivol and PS-1 hivol at Alert  Professional time			N/A	
Task 2: Preparation and Shipping of Sampling Materials a) Purchase and preclean 64 filters b) purchase and preclean 116 PUFs c) Purchase and preclean 27 filters for new and emerging chemicals d) purchase and preclean 27 PUF-XAD sandwiches			N/A	
Task 3: Sample Extraction a) Extract 64 filters (routine sampling) b) Extract 27 filters (Emerging chemical sampling) c) extract 116 PUFs d) extract 27 PUF-XAD sandwiches			N/A	
Task 4: Archiving samples  Professional time			N/A	
Task 5: Package and handle one-year supply of precleaned samples for both the superhivol and PS-1 hivol for sealift to Alert Professional time			N/A	
Task 6: Quality Control, Quality Assurance and Data Analysis Professional time			N/A	
Task 7: Field Audit and Site Maintenance Professional time Travel expense				
			Total for contract period (total for Task 1 through 6)	



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Environment & Climate Change Canada	2. Branch or Directorate / Direction générale ou Direction S&TB/AQRD	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To perform a quality control/quality assurance site audit of air monitoring of organic pollutants at the Dr. Neil Trivett Global Atmosphere Watch Observatory at Alert. ONLY SITE-ACCESS required.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		Très SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		Très SECRET
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No  Yes  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non  Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) HAYLEY HUNG	Title - Titre Research Scientist	Signature 
Telephone No. - N° de téléphone 416-739-5944	Facsimile No. - N° de télécopieur 416-739-4281	E-mail address - Adresse courriel hayley.hung@canada.ca
		Date June 7 2016

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) Lyndia Villeneuve	Title - Titre Regional Security Officer	Signature 
Telephone No. - N° de téléphone 902-426-2012	Facsimile No. - N° de télécopieur —	E-mail address - Adresse courriel lyndia.villeneuve@canada.ca
		Date June 8, 2016

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non     Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date