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	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000025573</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2016-12-08</p>		
	<p>Bid Solicitation Closes (YEAR- MM-DD) - La demande de soumissions prend fin (AAAA- MM-JJ)</p> <p>at – à 2:00 P.M. on – le 2016-12-23</p>	<p>Time Zone – Fuseau horaire Atlantic Standard Time</p>	
	<p>F.O.B – F.A.B See herein.</p>		
	<p>Address Enquiries to - Adresser toutes questions à Jennifer Legere</p>		
	<p>Telephone No. – N° de téléphone 902-426-9940</p>	<p>Fax No. – N° de Fax 902-426-2690</p>	
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA- MM-JJ) See herein.</p>		
	<p>Destination - of Services / Destination des services See herein.</p>		
	<p>Security / Sécurité There is a security requirement associated with this requirement.</p>		
	<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
	<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>		



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PART 1 - GENERAL INFORMATION

1. 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 and Insurance 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 Attachments include Mandatory Technical Criteria And Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, and the Security Requirements Check List.

2. Summary

In 2006, the Government of Canada launched the Chemicals Management Plan (CMP). The Plan acts to safeguard human health and the environment of Canadians and includes a number of proactive measures to ensure that chemical substances are managed properly.

The third phase (CMP3) was launched in May 2016. The purpose of this study is to identify the CMP3 substances and their alternatives that are used in the textile sector. The study will allow understanding the functions, the fate and existing control processes/practices that could mitigate the environmental risks associated with these substances.

ECCC requires a contractor to identify the CMP3 substances and their alternatives that are used in the textile sector. The period of the contract is from Contract Award to March 31, 2017.

For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

There is a security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements (revise the title if modified in Part 6, as applicable), and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders bidders should refer to the Canadian



Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).

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 (2016-04-04) 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

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

3. Former Public Servant – Competitive Bid

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation*



Act, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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:

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

7. Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$ 50,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

- Section I: Technical Bid (one (1) hard copy and one (1) soft (electronic; .pdf) copy (on compact disc (CD) or USB)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)

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.

Technical proposals must not exceed 35 pages, including cover letters, Curriculum vitae, and any tables and diagrams.

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

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

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

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



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

Section I: Technical Bid

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

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

1.2 Price Breakdown

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

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (*if applicable*): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (*if applicable*): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (*if applicable*): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses



provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

- (e) Subcontracts (*if applicable*): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (*if applicable*): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.3 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

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1 Technical Evaluation

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The mandatory technical criteria are

1. Understanding of the study's objectives and scope;
2. Methodology;
3. Work Plan

Additional details regarding mandatory technical criteria are outlined in Attachment 1.

1.1.2 Point Rated Technical Criteria

Point rated technical criteria are outlined in Attachment 1.

1.2 Financial Evaluation



1.2.1 Mandatory Financial Criteria

Financial bids will be evaluated in accordance with Annex B Basis of Payment.

1.2.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

2. Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points (30) for the technical evaluation criteria which are subject to point rating.
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 60 % for the technical merit and 40 % 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 (44) multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
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 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

Example - Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Overall Technical Score (/135)	Calculations: Technical Merit Score (A)	Bid Evaluated Price	Calculations: Pricing Score (B)	Combined Score (A) + (B)
Bidder 1	115	$115/135 \times 60 = 51.11$	\$55,000.00	$45/55 \times 40 = 32.73$	83.84
Bidder 2	89	$89/135 \times 60 = 39.56$	\$50,000.00	$45/50 \times 40 = 36.00$	75.56
Bidder 3	92	$92/135 \times 60 = 40.89$	\$45,000.00	$45/45 \times 40 = 40.00$	80.89



ATTACHMENT 1 TO PART 4, MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA

The technical proposal must include the following information:

1. Understanding of the study's objectives and scope

The proposal should demonstrate an understanding of the following points:

- Purpose and the objectives of the study;
- Use of chemicals substances in the textile sector;
- Knowledge of textile processes and practices;
- Challenges and risks associated with the contract.

2. Methodology

The methodology must include, at a minimum, the following for each task:

- Approach for collecting, screening, and analyzing data;
- Approach for identifying and filling data gaps;
- List of data sources and brief explanation of their relevance to the associated tasks;
- The purpose and a strategy for contacting stakeholders if needed; and
- Approach and solutions to overcome challenges, unforeseen costs as well as mitigating risks associated with the contract.

3. Work Plan

The Bidder must include a work plan. The work plan must include, at a minimum, the following points:

- The name and responsibilities of each team member;
- Brief description of each team member's expertise related to each assigned project task and their responsibilities;
- A breakdown of each project task and sub-task including timelines and team member responsibilities for completing each task;
- The total time commitment per team member for each task; and
- A detailed plan to achieve all deadlines and overcome challenges or mitigate risks identified.

4. Presentation of Project Manager's and Team Members' Project Experience

The description of projects or studies used in Appendix A (section R4 and R5 of the Point-Rated Criteria) should not be more than one (1) page in length, and must, at a minimum, must include the following information:

- Project title, client name and industry sector;
- Planned and actual dollar values;
- Planned start and finish dates and actual start and finish dates;
- Nature of services provided for the project or study, methodologies and approaches employed;
- Summary of the project; and
- Name of contact who may be contacted as a reference.

To be awarded points, the project manager and team members' projects or studies must have been completed within the last ten (10) years from the date of RFP closing.

5. Annexes

The annexes must include all other information the consultant finds relevant for evaluating the bid including:



- Resumes of all project team’s members (including the Project Manager); and
- Copies of project team’s security clearance certificates.
- Accreditation or proof of bilingualism.

Note: Resumes must describe the project manager’s or team member’s experience, expertise, contribution and roles in projects relevant for the study.

Technical proposals must not exceed 35 pages, excluding annexes, cover letters, Curriculum vitae, and any tables and diagrams. Sections copied directly from the Terms of Reference will not be assessed.

Bidders must demonstrate in their bid how their experience *directly* relates to the Work described in the Statement of Work. Full points may not be awarded if it is not demonstrated how experience is relevant to the Work.

1.0 Mandatory and Point Rated Criteria

Mandatory and point rated requirements and evaluation criteria are provided in the tables below. For each criterion, Bidders must indicate whether the requirement is met, and identify the page(s) where each criterion is demonstrated in the documentation provided with the bid. Canada may verify any and all information relating to these requirements.

For a proposal to be deemed technically compliant, the proposal must meet all mandatory criteria and the minimum total score (30 points) for point-rated criteria. The Bidder with the highest combined rating for technicality (60%) and price (40%) will be recommended for award of the contract. If no acceptable bids are received, Environment and Climate Change Canada has the right to not award this contract.

The proposal should demonstrate an understanding of the study’s objectives and include a detailed description of the methodology and the work plan in order to achieve the contract objectives. Any relevant information to enable Environment and Climate Change Canada to adequately score the proposal based on the criteria listed below must be included.

1.1 Mandatory Technical Criteria

Criterion	Description	Met/ Not Met	Page Number Reference <i>(to be completed by Bidder)</i>	Comments
M1	At the time of response to this request, each resource proposed by the bidder must hold a security accreditation to the level of Reliability, as provided by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). The Reliability security level must be maintained for the duration of the contract. In order to demonstrate this requirement, each resource must be listed in the proposal, along with their clearance level and the security clearance number or a			



	confirmation letter from the issuing department.			
M2	The proposed resource designated as the Project Manager must have a university degree in one of the following fields: Economics, Engineering, Chemistry, Environmental Sciences or Toxicology. Proof of credentials must be provided with the bid.			
M3	At least one proposed team member must have the capability to conduct interviews and communicate in both French and in English. The bilingual resource must be clearly identified in the proposal. Proof of their accreditation (e.g. second language test certification, proof of bilingual education, attestation of completed courses, or other proof of bilingual proficiency deemed acceptable by the Contracting Authority) must be submitted with the bid.			
M4	Proposals must demonstrate knowledge of chemicals in the textile sector and textile processes and practices.			
M5	Proposals must include methodology for the study.			
M6	Proposals must include a sample work plan to complete the deliverables as described in Annex A – Statement of Work.			

1.2 Point-rated Technical Criteria

Criterion	Description	Page Number Reference <i>(to be completed by Bidder)</i>	Total Possible Points & Points Awarded <i>(To be completed at Evaluation)</i>	Comments <i>(To be completed at Evaluation)</i>
R1	<p>OBJECTIVES AND PURPOSE OF THE STUDY</p> <p>Does the bidder demonstrate an understanding of the study</p> <p>To receive full points the bidder must demonstrate the following, in the context of the purpose and objectives of the study:</p> <ul style="list-style-type: none"> • Knowledge and understanding of use of chemicals in the textile sector demonstrated through relevant reports and or peer-reviewed publications. 		Max. 4 points	



		<ul style="list-style-type: none"> • Knowledge and understanding of textile processes and practices demonstrated through relevant reports and or peer-reviewed publications. • Challenges and risks associated with the study are clearly identified and detailed. 		___/4	
R2	METHODOLOGY	<p>Is the methodology properly defined for all tasks in the Statement of Work? Each task will be given a score from 0 to 3 (max 3 points per task).</p> <p>3 points: The methodology clearly defines all the tasks and addresses every point in the Statement of Work as well as the Proposal Requirements in great detail.</p> <p>2 points: The methodology defines some tasks and addresses some of the points in the Statement of Work as well as the Proposal Requirements.</p> <p>1 points: The methodology does not clearly define all tasks and addresses few of the points in the Statement of Work and Proposal Requirements.</p> <p>0 points: The methodology does not meet any of the task requirements or any of the points in the Statement of Work and Proposal Requirements</p> <p>Task 1: Identification of CMP3 substances used in textiles sector</p> <p>Task 2: Identification of alternatives to CMP3 substances and alternative technologies</p>		<p>Max. 6 points</p> <p>___/3</p> <p>___/3</p>	
R3	WORKPLAN	<p>Does the work plan identify milestones and how the contractor will achieve the objectives?</p>		Max. 10 points (circle one)	



		<p>The proposal clearly assigns tasks and required timeframes to each team member. It also clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work. A clear plan has been considered to mitigate risks posed by data gaps or other challenges. The work plan contains a complete description of each step that will be undertaken to meet each deliverable; the approach and methodology are complete (i.e. lead to the completion of all deliverables) and realistic; and team members assigned to each task/deliverable have the necessary skills and experiences to complete those tasks/deliverables.</p>		10	
		<p>The proposal clearly assigns tasks and required timeframes to each team member. The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work; a clear plan has been considered to mitigate risks posed by data gaps or other challenges.</p>		8	
		<p>The proposal clearly assigns tasks and required timeframes to each team member. The proposal is missing information related to milestones, timelines and deliverables for some of the requirements identified in the Statement of Work; a vague plan has been considered to mitigate risks posed by data gaps and other challenges.</p>		6	
		<p>The proposal breaks down the time requirements for each member, but not per task. The proposal is missing information related to the</p>		4	



		<p>milestones, timelines and deliverables for some of the requirements identified in the Statement of Work; a vague plan has been considered to mitigate risks posed by data gaps or other challenges.</p> <p>The proposal states the team members, but does not assign time frames or tasks. The proposal is missing information related to the milestones, timelines and deliverables for many of the requirements identified in the Statement of Work; no plan has been considered to mitigate risks posed by data gaps or other challenges.</p> <p>The proposal is missing information related to the team members, milestones, timelines and deliverables for the requirements identified in the Statement of Work; a plan has not been considered to overcome challenges and data gaps to mitigate risks</p>		<p>2</p> <p>0</p>	
R4	PROJECT MANAGER EXPERIENCE	<p>Does the Project Manager have the appropriate experience to manage projects of this nature? Experience should be clearly demonstrated in the Project Manager’s resume according to instructions in the “Presentation of Project Experience” section of the Proposal Instructions.</p> <p>a) How many projects has the Project Manager led in the past 7 years in the following areas: Socio-economic studies, database analysis, and lifecycle analysis of chemicals? (1 points per project falling in each area for a maximum of 2 points per area)</p> <p>b) Does the Project Manager have experience in leading projects with data collection,</p>		<p>Max. 12 points</p> <p>___/6</p>	



		analysis and interpretation? (1 point per project)		___/6	
R5	TEAM MEMBER EXPERIENCE AND QUALIFICATIONS	<p>Does the project team (excluding the Project Manager) have a balance of team members who have the experience required to meet the objectives of this project? Proof of experience should be provided in the team members' resumes according to the instructions in the "Presentation of Project Experience" section of the Proposal.</p> <p>a) Does the team have experience in data gathering, analysis and interpreting results? (1 point per project)</p> <p>b) Does the team have experience in the lifecycle analysis of toxic substances? (1 point per project)</p>		<p>Max. 12 points.</p> <p>___/6</p> <p>___/6</p>	
	TOTAL MINIMUM OF 30 TOTAL POINTS REQUIRED			___/44 points	

A minimum score of 30 points for the technical bid must be obtained for the proposal to be considered responsive.

A total score (technical and financial) of 70 points must be obtained for the proposal to be considered responsive. In the event of a tie, the proposal receiving the highest score for the technical evaluation will be selected.



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.

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.

2.2 Education and Experience

PWGSC SACC Manual clause A3010T (2010-08-16) Education and Experience



PART 6 – SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (iv) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (v) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
- (b) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2.0. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the contract.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



PART 7 - RESULTING CONTRACT

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

1. Statement of Work

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

2. 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.

2.1 General Conditions

2010B (2016-04-04), 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.

2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:
4007 (2010-08-16) *Canada to own Intellectual Property Rights in Foreground*

3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Environment Canada.
5. The Contractor must comply with the provisions of the:



- a. Security Requirements Check List and security guide (if applicable), attached at Appendix D;
- b. Industrial Security Manual (Latest Edition).

3.2 Contractor's Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2017 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jennifer Legere

Regional Manager, Atlantic

Procurement & Contracting Services

Environment and Climate Change Canada

17th Floor, 45 Alderney Drive, Dartmouth NS B2Y 2N6

Tel: 902-426-9940

Fax: 902-426-2690

E-mail: jennifer.legere@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

The Technical Authority for the Contract is: *(to be determined at Contract Award)*

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

5.3 Contractor's Representative *(To be completed by Bidder)*

Name:

Company Operating Name:

Company Legal Name:



Address:
Telephone:
Fascimilie:
E-mail:

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 in accordance with the Basis of Payment at Annex B. Customs duties are *not applicable*, 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 \$ _____. (*To be inserted at Contract Award*) Customs duties are included and the 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.

7.3 PWGSC SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department



8. Invoicing Instructions

8.1 Progress Payments

- 8.1.1 The Contractor must submit invoices in accordance with the section entitled “Invoice Submission” of the general conditions.
- 8.1.2 Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:
- (a) an accurate and complete claim for payment in the form of an itemized account and any other documents required by the Contract is submitted in accordance with the invoicing provisions of the Contract;
 - (b) the amount claimed is in accordance with the basis of payment;
 - (c) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - (d) all such documents have been verified by Canada;
 - (e) the work delivered has been accepted by Canada.
- 8.3 The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
- 8.4 Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

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 _____. *(To be inserted by Bidder)*

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) 4007 (2010-08-16) Canada to own Intellectual Property Rights in Foreground;
- (c) 2010B General Conditions - Professional Services (Medium Complexity) (2016-04-04) as modified;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated _____. (*To be inserted by Bidder*)

12. 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.



ANNEX A STATEMENT OF WORK

SW 1 Background

In 2006, the Government of Canada launched the Chemicals Management Plan (CMP). The Plan acts to safeguard human health and the environment of Canadians and includes a number of proactive measures to ensure that chemical substances are managed properly. A triage of 23,000 commercial chemicals was completed and 4,300 identified substances are being addressed through CMP. The first phase of CMP (CMP1) was launched on December 8, 2006 and a number of harmful chemicals were managed through an initiative known as the “Challenge”. The second phase (CMP2) was launched in October 2011 and several substances were managed through the substance grouping initiative.

The third phase (CMP3) was launched in May 2016. The CMP3 will assess the remaining 1,550 chemicals out of the original 4,300 chemicals by 2020. The work in this contract will support the implementation of the CMP3 in the textile sector.

The textiles industry within Canada is small and complex due to a variety of manufacturing processes, diversity in products and their uses, and the effects of the global market on the sector. The majority of facilities are located in Ontario and Quebec and the products produced by textile facilities are used in a number of industrial sectors. Manufactured textile products occur mainly through two processes:

- Dry processes include, but are not limited to: carding, spinning, weaving, knitting, laundering or manufacturing of synthetic fibres through chemical processes.
- Wet processes, which are the main source of potential environmental releases, include, but are not limited to: scouring, neutralizing, desizing, mercerizing, carbonizing, fulling, bleaching, dyeing, or finishing.

SW 2 Objective

The purpose of the study is to identify the CMP3 substances and their alternatives that are used in the textile sector. The study will allow understanding the functions, the fate and existing control processes/practices that could mitigate the environmental risks associated with these substances.

The study completed by the Contractor must achieve the following:

- Identify the CMP3 substances that are found within the textiles sector and determine their functions during processing. Determine if they can be manufactured, imported, exported, and released into their environment in Canada
- Identify alternatives to the substances of concern and identify alternative technologies or control processes that could mitigate potential environmental risks associated with these substances within the textiles sector.

SW 3 Tasks

In order to assist Environment and Climate Change Canada (ECCC) the Contractor must complete all tasks below and provide the results and outcomes of this research to the Departmental Representative in the form a written report and via an oral presentation.

This list of tasks is comprehensive, but may not necessarily be exhaustive. The Contractor is encouraged and expected to provide any additional information discovered during the contract period that is deemed relevant in fulfilling the objectives of this Contract.



All economic information will be expressed in Canadian dollars. When monetary estimates are not available in Canadian dollars, foreign currency estimates must be converted and presented in Canadian dollars accompanied by an explanation of the exchange rates used.

All assumptions or extrapolations made by the Contractor must be supported by literature (e.g. scientific, academic, industry, or government reports). If no literary evidence is available, the Contractor must verify its assumptions or extrapolations with two (2) industry experts in the appropriate field and provide their contact information with transcripts of the correspondences. Also, the Contractor must explain how all the assumptions or extrapolations apply to the Canadian context.

The use of Canadian data should be prioritized over those from foreign sources. If no Canadian information is available, priority must be given to data sources from the U.S. and other OECD countries. When neither Canadian nor data from aforementioned countries are available, the Contractor must ensure that the information sources used are approved by the Departmental Representative and must provide a list of references. An explanation of the relevance of foreign data with respect the Canadian market must be provided.

Task 1: Profile of CMP3 Substances used in the Textiles Sector

Identify the CMP3 substances used in the textiles sector. Substances that are identified as high priority (level 3 Eco and Health) should be highlighted. The analysis should include, but not be limited to the following:

- Identify the substances, their commercial names, their common names and identify commercial products that contain the substances
- Determine if these substances/products are manufactured in Canada
- Determine if these substances/products are imported into Canada
- Determine if these substances/products are exported
- Identify the processes used by the textile industry which involve these substances and describe their usefulness or function (i.e. specific dry or wet processes)
- Determine their disposal methods within the textiles sector.
- Identify environmental issues associated with the use of these substances and their potential environmental exposure pathways or releases (e.g. air emissions, water contamination, etc.).

Task 2: Identification of Alternatives to the CMP3 substances and mitigation processes/practices in the Textile Sector

This task involves identifying known alternatives for the CMP3 substances that have been identified within the textile sector. Existing technologies, control processes or practices that could mitigate the release of these substances in the environment must also be identified. The following should be considered:

- Determine if there are any alternative products available. Include information on the toxicity of the alternative substances and potential environmental or human health risks.
- Identify substances that do not have suitable alternatives.
- Identify alternative technologies for processes using high priority substances, if available. Include information on the cost-effectiveness and technical viability of the alternative technologies.

The list of substances for CMP3 and the 2-year rolling risk assessment publication plan was published on the Environment Canada site in May 2016 (link: <http://www.ec.gc.ca/ese-ees/default.asp?lang=En&n=2A33EEC9-1>) The list includes the substance names, CAS number,



substance categories, and ecological or health approach type for assessment. The substances that are marked level 3 for both ecological and health approach types are considered high priority. These high priority substances should be highlighted in the report.

After having exhausted all other possible methods of gathering the required information, the Contractor may, with the approval from the Departmental Representative, contact industry or industry associations with specific questions.

Prior to contacting stakeholders, the Departmental Representative must review the content of any questionnaires, interview questions and contact lists developed by the Contractor. If needed, Environment and Climate Change Canada could provide a letter to help the Contractor gather data from stakeholders.

The Contractor must keep a record of discussion following any communication with stakeholders. These records must contain the industry contact information, the subject of discussion, the questions posed or raised during the discussions, and any feedback received on the subject. The final report must include a list of persons contacted while gathering the information as well as their contact information.

SW 4 Deliverables and Schedule

An initial meeting will take place within 5 days of the contract being awarded to the Contractor. Any background information and databases required for the study will be shared by ECCC during the meeting. Government assets may also be distributed to the Contractor at this time in order to store information during the course of the project.

Updates on the tasks must be communicated by the Contractor at least every two (2) weeks. The Departmental Representative may review any information shared during the updates.

The Contractor must provide the following deliverables:

Deliverable 1 – Detailed Methodology and Work Plan: These documents must describe in detail the methodology and the work plan to complete the requirements outlined in Tasks 1 and 2 and address comments received during the initial meeting. Environment and Climate Change Canada will review this deliverable and provide comments to the Contractor within one (1) week.

Deliverable 2 – Interim Progress Report: This deliverable must reflect all requirements outlined in Tasks 1. This deliverable must also consider and address comments received during the regular progress of the project and comments provided on the methodology and work plan. Environment and Climate Change Canada will review this deliverable and provide comments to the Contractor within two (2) weeks after receiving it.

Deliverable 3 – Pre-Final Report: The pre-final report must reflect all requirements outlined in Tasks 1 and 2 and contain all feedback received following the submission of Deliverable 2. The pre-final report must contain all accompanying annexes in digital format (MS Office Suite 97-2010 or Adobe Acrobat) in order to be reviewed by the Departmental Representative. Environment and Climate Change Canada will review this deliverable and provide comments to the Contractor within two (2) weeks after receiving it.

Deliverable 4 – Final Report: This deliverable consists of the incorporation of all deliverables into a Final Report to address all comments provided by the Departmental Representative. It must be provided in three versions:

1. A complete report (including annexes),
2. A report with confidential business information (CBI) and third party confidentiality-requested information highlighted and properly sourced



3. A summary report that excludes all CBI (CBI free).

The Contractor must provide the report electronically in Microsoft Word, Excel, Power Point (Microsoft Office Suite 97-2010) and/or Adobe Acrobat (PDF). The annexes and all supporting data can be sent in a separate electronic document. The final report must address all requirements identified in the Statement of Work.

Deliverable 5 – Oral Presentation: In person, the Contractor must provide a slide presentation and deliver an oral presentation using Microsoft PowerPoint (Microsoft Office Suite 97-2010). This presentation must last up to one hour and a half, including a 30 minute question period. A copy of this presentation must be submitted electronically to the Departmental Representative one (1) week prior to being delivered in person and it must provide the key findings of the Final Report. The Contractor must also provide a copy of the presentation incorporating any feedback discussed during the delivery of the presentation to the Departmental Representative.

The background material, information or other material used to develop the main report must be documented in the report and be available to the Departmental Representative over the course of 5 years after completion of the report.

In addition to the final report, the Contractor must provide the Departmental Representative with electronic copies of all notes, text, graphics, surveys, raw data, spreadsheets and records of discussion used for the delivery of this Contract upon request.

4.1 Schedule (12 weeks*)

Task	Description	Estimated Delivery Date*	Payment Schedule
Initial Meeting	Contractor will be provided with any relevant background materials.	Within 5 working days of Contract Award Date (CAD).	
Deliverable 1	Revised Detailed Methodology & Work Plan	No later than 2 weeks after CAD	
Deliverable 2	Interim Progress Report	No later than 6 weeks after CAD	30% of total contract value
Deliverable 3	Pre-Final Report	No later than 10 weeks after CAD	
Deliverable 4	Final Report	No later than March 24, 2017	
Deliverable 5	Oral Presentation	No later than March 24, 2017	70% of total contract value

**Based on contract start date of January 2, 2017.*

SW 5 Government Supplied Materiel

The Project Authority may provide the Contractor with a government asset which will be used to process, produce and store information for the duration of the contract. Should the asset be damaged or not returned at the end of the contract, the contractor will be liable for the replacement of the government asset.

SW 6 Work Location & Travel

The majority of the Work will be completed on the Contractor’s site. Meetings will be conducted through teleconference/videoconference/online. Travel at the Contractor’s discretion may be necessary to complete the tasks in the Statement of Work. One trip to Gatineau (Quebec) may be required in order to present the results of the study.



Travel must be pre-approved in writing by the Departmental Representative and the Contracting Authority.

The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the work, at cost, without any allowance for profit, in accordance with the negotiated meal, private vehicle and incidental allowances specified in Appendices B and C of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to “travellers,” rather than those referring to “employees.”

Travel expenses must not exceed \$ 2, 500.00.



**ANNEX B
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 \$ _____ including Customs duties and applicable taxes.

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.

Payment Schedule:

Deliverable	Estimated Delivery Date	Percent of Contract value	Firm Price
2	No later than 6 weeks after CAD	30%	
5	No later than March 24, 2017	70%	
Total Evaluated Price			

Breakdown for Deliverables:

Deliverable	Professional Fees	Materials/equipment/supplies	Other	Total
1				
2				
3				
4				
5				
Total Price				



Annex C
Security Requirement Check List