



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
Room 100  
167 Lombard Avenue  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Biological and Environmental Assess	
<b>Solicitation No. - N° de l'invitation</b> ET022-172390/A	<b>Date</b> 2017-01-20
<b>Client Reference No. - N° de référence du client</b> PWGSC-ET022-172390	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$NCS-013-10967	
<b>File No. - N° de dossier</b> NCS-6-39283 (013)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-03-06</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Wiebe, Amanda	<b>Buyer Id - Id de l'acheteur</b> ncs013
<b>Telephone No. - N° de téléphone</b> (204) 510-9736 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 100-167 LOMBARD AVE WINNIPEG Manitoba R3B0T6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Northern Contaminated Site Program  
ATB Place North Tower  
10025 Jasper Avenue  
Edmonton  
Alberta  
T5J 1S6

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**Canada**  
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## REQUEST FOR PROPOSAL (RFP)

The following is intended to clarify the general structure of the whole document.

Front Page

Supplementary Instructions to Proponents (SI)

- SI1 Introduction
- SI2 Summary
- SI3 Proposal Documents
- SI4 Questions or Request for Clarifications
- SI5 Canada's Trade Agreements
- SI6 Certifications
- SI7 Health and Safety
- SI8 Comprehensive Land Claim Agreement
- SI9 Web Sites

Terms, Conditions and Clauses

Agreement

Supplementary Conditions (SC)

- SC1 Period of the Contract
- SC2 Option to Extend the Contract
- SC3 Status and Availability of Resources
- SC4 Task Authorization Process
  - SC4.1 Task Authorization - Order of Distribution
  - SC4.2 Minimum Work Guarantee - All the Work - Task Authorizations
  - SC4.3 Task Authorization Limit
  - SC4.4 Periodic Usage Reports - Contracts with Task Authorizations
  - SC4.5 Basis of Payment - Limitation of Expenditure - Task Authorizations
  - SC4.6 Limitation of Expenditure - Cumulative Total of all Task Authorizations
- SC5 Comprehensive Land Claims Agreements
- SC6 Federal Contractors Program for Employment Equity - Default by the Consultant

Agreement Particulars

Declaration/Certifications Form (Appendix A)

Statement of Work (Appendix B)

Basis of Payment (Appendix C)

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Submission Requirements and Evaluation (SRE) (Appendix D)

Consultant`s Aboriginal Opportunities Consideration (AOC) / Inuit Benefits Plan (IBP)  
And Certification For Task Authorizations (TA) (Appendix E)

Consultant Achievement Reporting and Certification (Appendix F)

General Procedures & Standards (Appendix G)

Task Authorization Form (Appendix H)

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## **SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)**

### **SI1 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

### **SI2 Summary**

Public Works and Government Services Canada (PWGSC), Environmental Services, has a requirement for environmental consulting services for various projects on an "as and when requested" basis, on behalf of PWGSC and other client departments.

The required environmental services are related to a wide variety of projects. The various types of environmental projects may take place in Northwest Territories, Nunavut or Yukon and in the prairie provinces of Alberta, Manitoba and Saskatchewan.

Consultants are to assist PWGSC Project Authorities in providing environmental services, related to: biological studies and environmental impact assessment which includes archaeological studies for various environmental projects throughout PWGSC's Western Region as well as Yukon Territory.

It is expected that Public Works and Government Services Canada (PWGSC) will award up to two (2) Contracts as a result of this Request for Proposal. The overall estimated volume of work to be distributed amongst successful bidders is up to three million dollars. The period of the Contracts will be from date of award (Approximately April 1, 2017) through to 31 March 2019, with 2 additional 1 year option periods.

Note: Where the Government intends to carry out Archaeology, Parks or Survey work in a Comprehensive Land Claim Agreement area, the terms of that Agreement will be followed and preferential treatment will be given to those qualified under the specific agreement.

### **SI3 PROPOSAL DOCUMENTS**

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

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

2. The following are the proposal documents:
  - (a) Supplementary Instructions to Proponents (SI); R1410T (2016-04-04), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal; Submission Requirements and Evaluation (SRE);
  - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
  - (c) Statement of Work / Terms of Reference;
  - (d) the document entitled "General Procedures and Standards";
  - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
  - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

### **SI4 QUESTIONS OR REQUEST FOR CLARIFICATION**

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than 10 working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

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## SI5 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the World Trade Organization - Agreement on Government Procurement (WTO-AGP).

## SI6 CERTIFICATIONS

### 1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2016-04-04), General instructions 1 (G11), Integrity Provisions – Proposal, **section 3b**.

### 2. Federal Contractors Program for Employment Equity – Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a proposal non-responsive if the Proponent, or any member of the Proponent if the Proponent is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Agreement for default if a Consultant, or any member of the Consultant if the Consultant is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Agreement.

The Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification (see Appendix A - Declaration/Certifications Form), before contract award. If the Proponent is a Joint Venture, the Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 3. Education and Experience

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

#### SI7 HEALTH AND SAFETY

##### Workers Compensation

1. The recommended Proponent shall provide to the Contracting Authority, prior to Contract award:
  - a) a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s).
2. The recommended Proponent shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the proposal being declared non-compliant.

#### SI8 COMPREHENSIVE LAND CLAIM AGREEMENTS

Up to two contracts will be issued for services required in the Northwest Territories, Nunavut and Yukon that include Comprehensive Land Claim Agreements (CLCA). Socio-economic provisions are included under this Contract and validated in the Task Authorizations (**Reference Appendix E and F**) but it is not mandatory for bidders to identify CLCA socio-economic benefits provisions to qualify for a this contract. Refer to the Aboriginal Opportunities Considerations (AOC) / Inuit Benefit Plan (IBP) as outlined within the Submission Requirements and Evaluation section of this RFP.

Bidders are requested to maximize Aboriginal / Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit businesses, in carrying out the work under the resulting task authorizations.

#### SI9 WEBSITES

The connection to some of the Web sites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Employment Equity Act

Solicitation No. - N° de l'invitation  
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<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

[http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/index.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml)

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Ineligibility and Suspension Policy

<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Lobbying Act

<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

Buy and Sell

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

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## TERMS, CONDITIONS AND CLAUSES

### AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
  - (a) the Front Page and this Agreement clause;
  - (b) the General Terms, Conditions and Clauses, as amended, identified as:
    - R1210D (2016-04-04), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
    - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
    - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
    - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
    - R1230D (2016-01-28), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
    - R1235D (2011-05-16), General Condition (GC) 6 - Changes
    - R1240D (2011-05-16), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
    - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
    - R1250D (2015-07-03), General Condition (GC) 9 - Indemnification and Insurance

Section GC1.1 of R1210D, Definitions, incorporated by reference above, is amended as follows:

ADD:

“Architectural and Engineering Services”:

means services to provide a range of investigation and recommendation reports, planning, design, preparation, or supervision of the construction, repair, renovation or restoration of a work and includes contract administration services, for real property projects.

“Construction Services”:

means construction, repair, renovation or restoration of any work except a vessel and includes; the supply and erection of a prefabricated structure; dredging; demolition; environmental services related to a real property; or, the hire of equipment to be used in or incidentally to the execution of any construction services referred to above.

“Facility Maintenance Services”:

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means services related to activities normally associated with the maintenance of a facility and keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and degradation including inspection, testing, servicing, classification as to serviceability, repairs, rebuilding and reclamation, as well as cleaning, waste removal, snow removal, lawn care, replacement of flooring, lighting or plumbing fixtures, painting and other minor works.

Section GC1.12 of R1210D, Not applicable, incorporated by reference above, is deleted in its entirety and replaced with the following:

R1210D CG1.12 (2016-04-04) Performance evaluation - contract

1. Consultants shall take note that the performance of the Consultant during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria:
  - a. Design
  - b. Quality of Results
  - c. Management
  - d. Time
  - e. Cost
  
2. A weighting factor of 20 points will be assigned to each of the five criteria as follows:
  - a. Unacceptable: 0 to 5 points
  - b. Not satisfactory: 6 to 10 points
  - c. Satisfactory: 11 to 16 points
  - d. Superior: 17 to 20 points
  
3. The consequences resulting from the performance evaluation are as follows:
  - a. For an overall rating of 85% or higher, a congratulation letter is sent to the Consultant.
  - b. For an overall rating of between 51% and 84%, a standard, meets expectations, letter is sent to the Consultant.
  - c. For an overall rating of between 30% and 50%, a warning letter is sent to the Consultant indicating that if, within the next two (2) years, they receive 50% or less on another evaluation, the firm

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may be suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.

- d. For an overall rating of less than 30%, a suspension letter is sent to the Consultant indicating that the firm is suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.
- e. For a rating of 5 points or less on any one criterion, a suspension letter is sent to the Consultant indicating that the firm is suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.

The form PWGSC-TPSGC 2913-1, Select - Consultant Performance Evaluation Report (CPEPF), is used to record the performance.

Supplementary Conditions  
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- (c) Statement of Work / Terms of Reference;
  - (d) the document entitled "General Procedures and Standards";
  - (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3. If there is a discrepancy between the wording of any documents that appear on the following 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.

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- (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
  - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (c) this Agreement clause;
  - (d) Supplementary Conditions;
  - (e) General Terms, Conditions and Clauses;
  - (f) Agreement Particulars;
  - (g) Statement of Work / Terms of Reference;
  - (h) the document entitled "General Procedures and Standards";
  - (i) the proposal.

## SUPPLEMENTARY CONDITIONS (SC)

### SC1 Period of the Contract

The period of the Contract is from date of Contract, approximately April 1, 2017, to March 31, 2019.

### SC2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### SC3 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.

#### **SC4 TA process**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

As more than one contract has been awarded for this requirement, Canada will use the following approach to select/assign an appropriate contractor.

Services will be authorized as follows:

a) A 'best-fit' may be applied to any task authorization requirement, based on the requirements of the Site and Consultant familiarity, in order to provide Canada with best value.

A 'best-fit' Consultant may be considered based on their history in conducting previous phases of a client's project/program/site work. For example, if a Consultant has completed initial studies at a specific client's project site, then this Consultant may be considered for a subsequent phase such as subsequent field sampling events, or additional studies. Rationale for this best fit exception would be based on the Consultant's significant previous experience with the site, thereby reducing planning time and costs for subsequent project packages.

b) Unless a best fit is approved by the Contracting Authority, a Contractor will be selected based on which Contractor is farthest away from their predetermined maximum % distribution, based on fees only, therefore ensuring that work is as evenly distributed as possible and as identified to the Contractors in the RFP/resulting task authorizations. In the case where insufficient funds remain in a Contractor's Contract to complete a task authorization, the Contractor next farthest away from their % distribution, and with enough funds remaining, will be selected for the work.

For each individual task authorization, consultants will be considered using a computerized distribution system. This system will track all task

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authorizations assigned to each consultant and will maintain a running total of the dollar value of business distributed.

If two (2) contracts are awarded:  
1st (Best Overall) = up to 60%  
2nd = up to 40%

#### Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization" form specified in Appendix H.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within the timeframe described in the ToR/SoW, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Terms of Reference (ToR) will contain the details of the activities to be performed, a summary of known on-site hazards, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.

The Consultant must provide the Project Authority, within the timeframe described in the ToR, a proposal outlining the proposed approach, methodology and project team to address the ToR of the TA requirement, any proposed deviation(s) to the ToR for the specific TA, the proposed total estimated cost for performing the TA work and a breakdown of that cost, established in accordance with the Basis of Pricing specified in the Contract.

Price back-up documentation must be provided for items included under Disbursements in the Basis of Payment for which the total value (per item) exceeds \$5,000.00. Back-up documentation is required to substantiate the price of the disbursement and to understand how the Consultant obtained their price (ex. quote from a subcontractor, equipment manufacturer, etc.) Price Support for major disbursements (over \$25,000) must be provided with the Consultant's proposal.

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Acceptable Price Support includes:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. two or more quotes for like services / goods
- d. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- e. price or rate certifications; or
- f. any other supporting documentation as requested by Canada.

The Consultant's proposal shall include the category of personnel, name of personnel and the number of hours estimated/required to perform the services, as well as an estimate of proposed disbursements, if applicable. If the Consultant is unable to provide the services of an individual named in its proposal (submitted in response to the Request for Proposal), the Consultant may propose a substitute with at least the same qualifications and experience in the estimation of Canada. The Consultant must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement for Canada's approval in its sole discretion. If the Consultant is unable to provide a substitute with similar qualifications and experience, Canada may terminate the contract.

4. For services from a Specialist Consultant that is not named or for which discipline is not identified in the Contract, the Consultant's proposal shall include the category and name of personnel as well as their hourly rate(s) with the number of hours estimated/required by the Specialist Consultant to perform these services. A fixed fee or, where it is not possible or appropriate to agree upon a fixed fee, a time based fee to an upset limit will be established.
5. If the Consultant put forth an AOC/IBP plan as part of their original bid on the solicitation and if the work outlined in the TA will be taking place in a CLCA or Nunavut Agreement Area, the Consultant should complete Appendix E to be submitted with their proposal. Consistent failure to submit an AOC/IB plan with your proposals may result in contract termination.
6. The Contractor must not commence work until a TA authorized by the Project Authority or Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

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#### **SC4.1 Task Authorization - Order of Distribution**

To Be Determined - (up to two) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number ET022-172390/A. The contractors' order of distribution is as follows:

1st (Best Overall) = up to 60% To Be Determined  
2nd = up to 40% To Be Determined (if applicable)

#### **SC4.2 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **SC4.3 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$200,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### **SC4.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

##### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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#### **SC4.5 Basis of Payment - Limitation of Expenditure - Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Appendix C to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### **SC4.6 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ ( to be determined at contract award) . Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,  
whichever comes first.
4. 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.

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## SC5 Comprehensive Land Claims Agreements

This requirement is subject to the following Comprehensive Land Claim Agreement(s).

Consultants are requested to maximize Aboriginal / Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit businesses, in carrying out the work under the resulting task authorizations.

Where the Government intends to carry out Archaeology, Parks or Survey work in a Comprehensive Land Claim Agreement area, the terms of that Agreement will be followed and preferential treatment will be given to those qualified under the specific agreement.

One or more of the following Comprehensive Land Claim Agreements (CLCA's) may apply to any resulting task authorization, dependent on location(s) of services:

1. Nunavik Inuit Land Claims Agreement, *Article 13 – Government of Canada Employment and Contracts*;
2. Inuvialuit Final Agreement (1984), *Article 16 - Economic Measures*;
3. Sahtu Dene and Metis Comprehensive Land Claim Agreement, *Chapter 12 – Economic Measures*
4. Tlicho Land Claims and Self-Government Agreement, *Chapter 26 – Economic Measures*;
5. Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada , *Article 24 - Government Contracts*;
6. Gwich'in Comprehensive Land Claim Agreement, *Article 10 – Economic Measures*;
- 7) *Eeyou Marine Region Land Claims Agreement, Chapter 21- Government Employment and Contracts.*
- 8) Yukon Umbrella Final Agreement – Council for Yukon Indians, *Chapter 22 – Economic Development Measures*
  - a) First Nation of Nacho Nyak Dun Final Agreement (1995);
  - b) Champagne and Aishihik First Nations Final Agreement (1995);
  - c) Teslin Tlingit Council Final Agreement (1995);
  - d) Vuntut Gwitchin First Nation Final Agreement (1995);
  - e) Selkirk First Nation Final Agreement (1997);
  - f) Little Salmon/Carmacks First Nation Final Agreement (1997);
  - g) Tr'ondëk Hwëch'in Final Agreement (1998);
  - h) Ta'an Kwach'an Council Final Agreement (2002);
  - i) Kluane First Nation Final Agreement (2004);
  - j) Kwanlin Dun First Nation Final Agreement (2004);
  - k) Carcross/Tagish First Nation Final Agreement (2005).

Solicitation No. - N° de l'invitation  
ET022-172390/A  
Client Ref. No. - N° de réf. du client  
PWGSC ET022-172390

Amd. No. - N° de la modif.  
File No. - N° du dossier  
NCS-6-39283

Buyer ID - Id de l'acheteur  
NCS013  
CCC No./N° CCC - FMS No./N° VME

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The Contract is to establish the delivery of the requirement detailed under the task authorization, including areas subject to Comprehensive Land Claims Agreements..

## **SC6 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONSULTANT**

The Consultant understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Consultant and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the contract. If the AIEE becomes invalid, the name of the Consultant will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Consultant in default as per the terms of the contract.

## **AGREEMENT PARTICULARS**

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.

Solicitation No. - N° de l'invitation  
ET022-172390/A  
Client Ref. No. - N° de réf. du client  
PWGSC ET022-172390

Amd. No. - N° de la modif.  
File No. - N° du dossier  
NCS-6-39283

Buyer ID - Id de l'acheteur  
NCS013  
CCC No./N° CCC - FMS No./N° VME

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**APPENDIX A - DECLARATION/CERTIFICATIONS FORM**

**Project Title:**

**Name of Proponent:**

**Street Address:**

**Mailing Address:**

**Telephone Number:** (    )

**Fax Number:** (    )

**E-Mail:**

**Procurement Business Number:**

<b>Type of Organization:</b>	<b>Size of Organization:</b>
<input type="checkbox"/> Sole Proprietorship	Number of Employees _____
<input type="checkbox"/> Partnership	Graduate Architects / Professional Engineers _____
<input type="checkbox"/> Corporation	Other Professionals _____
<input type="checkbox"/> Joint Venture	Technical Support _____
	Other _____

## APPENDIX A - DECLARATION/CERTIFICATIONS FORM (CONT'D)

### Federal Contractors Program for Employment Equity - Certification

I, the Proponent, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a proposal non-responsive, or will declare a consultant in default, if a certification is found to be untrue, whether during the proposal evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Proponent's certifications. Failure to comply with any request or requirement imposed by Canada may render the proposal non-responsive or constitute a default under the contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Date: \_\_\_\_\_(YY/MM/DD) (If left blank, the date will be deemed to be the bid closing date.)

Complete both A and B.

A. Check only one of the following:

- ( ) A1. The Proponent certifies having no work force in Canada.
- ( ) A2. The Proponent certifies being a public sector employer.
- ( ) A3. The Proponent certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ( ) A4. The Proponent certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Proponent has a combined work force in Canada of 100 or more employees;  
and

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**APPENDIX A - DECLARATION/CERTIFICATIONS FORM (CONT'D)**

- A5.1. The Proponent certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Proponent certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Proponent is not a Joint Venture.

**OR**

- B2. The Proponent is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the General Instructions)

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## APPENDIX A - DECLARATION/CERTIFICATIONS FORM (CONT'D)

### Former Public Servant (FPS) - Certification

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, proponents 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 proposals is completed, Canada will inform the Proponent 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 proposal 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.

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## **APPENDIX A - DECLARATION/CERTIFICATIONS FORM (CONT'D)**

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

As per the above definitions, is the Proponent a FPS in receipt of a pension?  
YES ( ) NO ( )

If so, the Proponent 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, proponents agree that the successful Proponent'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 Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Proponent 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.

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**APPENDIX A - DECLARATION/CERTIFICATIONS FORM (CONT'D)**

**Name of Proponent:**

**DECLARATION:**

I, the undersigned, being a principal of the proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... name	..... signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name	..... signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name	..... signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

During proposal evaluation period, PWGSC contact will be with the following person: \_\_\_\_\_.

Telephone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

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

This Appendix "A" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "A" is not completed and submitted with the proposal, the Contracting Authority will inform the Proponent 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 proposal non-responsive.

## Appendix "B"

### STATEMENT OF WORK

#### 1.0 GENERAL INFORMATION

##### 1.1 Background

- .1 Public Works and Government Services Canada (PWGSC), Environmental Services is an optional provider of a wide range of environmental services to other government departments.
- .2 Environmental consulting services for various projects are regularly required, on as needed basis, for PWGSC and their client departments.
- .3 PWGSC require environmental services that are related to a wide variety of federally controlled contaminated sites work. Additional environmental services may involve; storage tank leaks and spills; abandoned dump sites and landfills; remote northern communities; wharf sites; and other active and abandoned federal sites.
- .4 Consultants are to assist PWGSC Technical Authorities, to provide a range of environmental and biological services
- .5 The various types of environmental projects may take place in Northwest Territories, Nunavut or Yukon and in the prairie provinces of Alberta, Manitoba and Saskatchewan.
- .6 At the time of establishment of this Proposal, the number and type of projects is not known and will not be known until funding is approved on a project by project basis.
- .7 PWGSC Environmental Services will act as the Project Authority throughout the duration of each project. The Consultant will adhere to all the Standards and Guidelines outlined in this Statement of Work, as may be applicable to each project.
- .8 The Consultant will be the prime Consultant and will be responsible to coordinate any Sub-Consultant or Specialty Consultant. The services outlined apply not only to the Consultant, but to any Sub-Consultant and Specialty Consultant disciplines that may be required for a specific project.
- .9 Some requirements will apply to the Consultant as well as all Sub-Consultants or Specialty Consultants.

##### 1.2 List of Disciplines

- .1 The scope of work will vary from project to project, but may include any combination of the services identified in this Statement of Work.
- .2 The services outlined below apply not only to the Consultant, but to any discipline that may be required for a specific project.
  - a) Biological studies and investigations.
  - b) Environmental impact assessments under Federal and Territorial jurisdiction. This may or may not include archeological studies to support the impact assessment.

## **2.0 Administrative Services**

The Consultant will provide the following general services as outlined below but not limited to:

- .1 Attend and/or facilitate project meetings during all phases of project delivery and keep and distribute meeting minutes.
- .2 Provide full coordination of work with other disciplines.
- .3 Provide assistance with project scheduling, budget, and cost control as required.

## **2.1 Project Budget and Cost Controls**

- .1 The approved budget for the project must not be exceeded unless otherwise approved by the Contracting Authority followed by written confirmation. Effective cost estimating and cost control is of prime importance.

## **2.2 Risk Management**

- .1 The Consultant must assist the Project Authority in:
  - .1 identifying risk elements based on past experience, using a proposed checklist or other available lists
  - .2 qualifying/quantifying the probability of a risk event and impact on project or related work (low, medium, high)
  - .3 applying a dollar value to all risk/probability impact events
  - .4 preparing contingency plans for possible changes to the work, budget and schedule
  - .5 prioritizing risk events (i.e. concentrate efforts on risk event with high probability and medium to high impact)
  - .6 developing risk management plan (i.e. evaluate alternatives for mitigation of risks involved)
  - .7 implementing risk mitigation on items and approaches approved by the Project Authority.

## **2.3 Lines of Communication and Coordination**

- .1 The Project Authority is responsible for the project and is the liaison between the Consultant and the Client Department.
- .2 The Consultant must:
  - .1 Correspond only with the Project Authority and not communicate directly with the Client department unless authorized in writing by the Project Authority. If so authorized, the Consultant must provide to the Project Authority, a copy of any such correspondence and/or summary of discussions with the Client.
  - .2 All communications must carry PWGSC's Project Title, Project Number, File Number and name of person to whom correspondence is addressed.

- 
- .3 Advise the Project Authority in writing of any changes that may affect schedule or budget, or are inconsistent with instructions or written approvals previously given or decisions previously agreed to.
  - .4 Detail the extent and reasons for the changes and obtain confirmation in writing as soon as feasible.
  - .3 During all phases of project delivery, the Consultant must:
    - .1 Coordinate and assume responsibility for the work of any and all Sub-Consultants and Specialists Consultants retained by the Consultant.
    - .2 Ensure clear, accurate and ongoing timely and responsive communication of concept, budget, and scheduling issues.
    - .3 Ensure adequate inspection services and provide answers to all Contractors' questions in a timely and responsive manner.

## **2.4 PWGSC Quality Assurance Reviews**

- .1 The Project Authority must conduct Quality Assurance Reviews on reports, drawings, schedules, and costs estimates prepared by the Consultant, in a manner and at stages noted herein. The Consultant will respond in writing to PWGSC comments in a timely manner and will be held accountable for delays if proper and timely responses do not occur.
- .2 Such reviews are not intended as a check against errors or omissions contained within the documents submitted. The Consultant is responsible for any such errors or omissions, regardless of any review by PWGSC.
- .3 While PWGSC acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles PWGSC to review the work. PWGSC reserves the right to reject undesirable or unsatisfactory work. The Consultant will obtain the Project Authority's acceptances during each of the project stages.
- .4 Acceptances indicate that, based on a general review of material for specific issues, the material is considered to comply with governmental and departmental objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the terms and conditions of the Contract.
- .5 The Project Authority acceptances do not preclude the possibility that the work may be determined to be unsatisfactory at later stages of review (e.g. there may be more than one (1) draft version of a report required). If progressive design development or technical investigation reveals that earlier acceptances should be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.
- .6 Acceptances by the Client and other agencies and levels of government will be obtained to supplement the Project Authority acceptances. The Consultant will assist the Project Authority in securing all such acceptances and adjust all documentation as required by such authorities when securing acceptance.

## **2.5 Meetings**

- .1 If required, the Project Authority will arrange meetings throughout the project. The meetings will be conducted through telephone conference or held in the offices of PWGSC, the Client department or the Consultant, at the discretion of PWGSC. Attendees to include representatives from:
  - .1 PWGSC
  - .2 Consultant
  - .3 Client
- .2 The Consultant must attend and/or facilitate the meetings, record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting. Standing agenda items will include schedule, cost, risk, quality and safety.

## **3.0 SCOPE OF WORK**

### **3.1 Codes and Standards**

- .1 All criteria will be in accordance with the most recent edition of Canadian Codes, Guidelines and Standards, and, any other relevant Codes and criteria as applicable. If local, municipal, or territorial codes and bylaws are more stringent, they will take precedence.
- .2 Acts, Regulations, by-laws, and decisions of "Authorities having jurisdiction" will be observed. In cases of overlap, the most stringent will apply.
- .3 The Consultant will identify and communicate with all jurisdictions applicable to the project.
- .4 For material properties (both physical and chemical), methods of fabrication, tests, etc., reference should be made to the latest editions of all applicable standards including CSA Standards and the Canadian General Standards Board as a minimum, or to local, municipal, territorial standards if they are more stringent.

### **3.2 Biological Studies and Investigations**

- .1 This discipline includes a wide variety of projects principally governed by the fact that biological expertise is required to complete primary tasks.
- .2 These projects may be marine/aquatic or terrestrial in nature and may be initiated as stand-alone studies or as portions of larger projects where a specific issue needs to be resolved, including as a portion of contaminated sites projects. Typically, a biologist would project manage and/or provide scientific input into a project of this type and would be represented by either PWGSC or the client department.
- .3 Specific project types could include the following:
  - Breeding bird surveys to determine the presence and habitat utilization of species potentially present in a given area.
  - Species at Risk Inventories: species specific or ecosystem inventories to determine presence-absence; densities; and or other information relevant to federal and provincial Species at Risk requirements.

- Range and wetland health studies: generally carried out using predetermined protocols and methodologies to satisfy specific objectives.
- Population biology projects focused on statistical analysis
- General ecosystem based projects: these projects may be required to augment previously known ecosystem information for specific sites to ensure biological issues are considered prior to development or other impact
- Other biological projects where the focus of the project is on biological research or utilizing previously developed protocols or standards.
- Fisheries Assessments and Studies: These projects are often required to augment infrastructure projects. Information requirements for these types of projects could include: identification of resident fish species and populations, fish migratory movements, various phases of life cycles, species interaction, potential species at risk, life history patterns and important habitat areas within the potentially impacted area of activity.

### **3.3 Environmental Impact Assessment and Archaeological Assessment**

.1 Environmental Services may retain consultants to complete environmental impact assessments or portions thereof in accordance with federal, territorial or land claim specific legislation. Generally the environmental assessments conducted are in the form of a screening, however, complete complex screenings, and occasionally, comprehensive studies may be required. Consultants may be required to complete the following work, depending on the proposed project details, and the environmental assessment track:

- .1 Conduct environmental assessments as per appropriate legislated requirements for physical works such as dams, bridges, buildings, roads etc. and physical activities such as remediation of contaminated land and dredging activities.
- .2 Compile background information for all project stages. This will include liaising with the proponent and/or Responsible Authorities involved, and collecting environmental information on the project site such as biophysical, biological, archaeological and geological data.
- .3 Assess and recommend the appropriate level of public consultation required for the project. Stakeholder/public consultation will normally consist of liaising with the stakeholders, Public Advisory Committees (PACs) and holding public information sessions and meetings to solicit comments and address any public concerns regarding the proposed project.
- .4 Determine the applicability of other environmental regulations. These may include the Species at Risk Act, the Migratory Birds Convention Act, the Fisheries Act and/or Navigable Waters Protection Act.
- .5 Recommend mitigation measures for environmental effects, determine significance on valued ecosystem components and valued social components of these effects. Recommend monitoring and/or follow-up

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programs where required. Examples may include development and implementation of fish habitat compensation measures to meet Fisheries Act requirements.

- .6 Prepare the environmental assessment document, with a determination if the project is likely to result in adverse, significant environmental effects, considering all mitigation measures.
- .7 Complete additional tasks typically carried out by PWGSC to facilitate the duties of either a federal or responsible Authority (as defined under the Canadian Environmental Assessment Act) or similar type duties including provision of training and advice.

.2 Archaeological sites and historical sites are protected under three separate Acts in the territories. The professional and accredited archaeologist responsible for conducting the work must be familiar with these Acts and hold permits within the relevant archaeological regulatory agencies in order to conduct a survey or intrusive investigation. Typically, there are two types of permitting required: permitting for research that does not disturb or alter an archaeological site; and/or permitting for authorization to excavate, remove and collect artefacts. If artefacts are found, the archaeologist in charge is responsible for contacting the relevant regulatory agency to report the findings. If excavation of artefacts is required, the proper permitting must be obtained and the archaeologist will be required to show they have the proper planning, field training and necessary conservation methods in place to complete the excavation and removal activities to the satisfaction of the relevant regulatory agency. Permitting is sometimes contingent on assistance from the local aboriginal community by retaining their services. These groups have intimate knowledge of the area history, and should be utilized where possible.

The scope of the archaeological assessment will vary based on the jurisdiction and the type of proposed project but could include the following:

- .1 Test excavations, using standard archaeological techniques, will typically be conducted to determine the presence of historic, pre-contract and paleontological remains. More intensive excavation may be required in those areas that are suggested by archival accounts to contain historic structures or activity areas. The site must be restored and boreholes appropriately filled following auguring and/or excavations at the site.
- .2 A review of site information, particularly geotechnical reports documenting subsurface soil strata in the immediate area, should be reviewed prior to finalizing the site sampling program.
- .3 The Consultant shall ensure that all records (field note entries, drawings, slides, artefact bag labels, etc.) include either the grid number or a full provenience number established by the excavation methodology. The consultant shall ensure that accurate and complete field notes are kept for all aspects of the project. All trenches shall be profiled with a scaled profile on one wall. All excavation units shall be profiled on two adjacent walls.

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Grid numbers must be attached. All features shall be drawn in Plan view.  
Grid numbers must be attached.

- .4 All artefacts shall be collected and bagged within the overall grid pattern. Some may require field preparation for conservation purposes. Concentrations of artefacts that appear to have cultural significance (remains of a fire, a pile of nails, multiple pieces of a larger entity etc.) shall be recorded as a feature.
- .5 All collected artefacts must be processed and identified. The artefacts are to be cleaned, sorted, assigned a number and packed in bags with accompanying labels. Each artefact must have the following information recorded: a) Provenance number (or grid number and contractor's lab number), b) artefact identification number, c) quantity (if like items are grouped), d) material, and e) common name along with whatever other information is recorded.
- .6 If there are no significant concerns with the site in respect of cultural or paleontological resources that could impact the construction of the facility, the Consultant shall prepare a short memo report soon after completion of the field work documenting nil findings.
- .7 The project report must include the following:
  - .1 full documentation of the field project and the methods used
  - .2 detailed descriptions of each feature
  - .3 an artefact inventory
  - .4 an interpretation of the stratigraphy, linking isolated units together stratigraphically where possible and identifying the cultural context for each layer.
  - .5 interpretation of features, activities, and artefact patterns, done to the extent possible given the nature of the excavation.
  - .6 recommendations for mitigation that will minimize impacts to cultural resource provide maximum opportunity for archaeological salvage and maintain an efficient work program for the construction project.
  - .7 all field photographs or CD's of field photographs and originals of all plan views, profiles, and other drawings.

## Appendix C - BASIS OF PAYMENT

### 1. Professional Fees

1.1 The Consultant will be paid for actual hours worked/operated, as approved by the Project Authority, at the firm hourly rate, detailed in the Professional Fees Unit Price Table, GST extra. The rates will be firm for the full period of the Contract.

1.2 Firm, all-inclusive, hourly rates by classification must be inclusive of full compensation for payroll, burdens, WCB, Insurance, and general overheads related to the normal operation of the business.

1.3 Personnel substituted, with the prior written approval of the Project Authority, are to be charged out at their standard rate which cannot exceed the hourly rate of the personnel that they are substituted for.

1.4 Overtime will be charged at the firm hourly rate, no multiplier shall be allowed.

### 2. Disbursements

#### 2.1 Communications

Communications (such as Information Technology, telecom, faxcom, cellcom, day to day printing, courier) will be recovered at a firm fixed percentage of the professional fees above.

#### 2.2 Major Disbursements

2.2.1 Major disbursements shall be recovered at cost plus a firm fixed percentage. Major disbursements shall include: materials, supplies, testing & analysis, equipment rentals, freight, subcontracting, sub-consulting, one time large printing jobs (i.e.: final reports, tender documents with full sized plans). Major disbursements shall be invoiced with supporting documentation including back-up receipts. Air craft charters for the purposes of transporting project personnel will not be treated as major disbursements and shall be processed as a travel expense.

2.2.2 Major disbursements must be specific project related and must not include expenses that are related to the normal operation of the Consultant's business or will be shared for other projects. The following costs must not be included in the major disbursement fees required to deliver the consultant services and will not be reimbursed separately:

- Office equipment including telephones and cell phones;
- Personal Protective Equipment;
- First Aid Kits;
- computers;
- software;
- cameras;
- video cameras;
- hand held GPS units;
- satellite phones.

2.2.3 Consumables and rental rates for equipment owned by Consultant will not be recovered in the major disbursement firm fixed percentage and will not be recovered with the use of internal Consultant receipt. The definition of consumables and rental equipment owned by Consultant includes but is not limited to all materials and supplies required to complete the objective of testing and analysis such as paper towels, plastic bags, pens, markers, shovels, first aid kits, tool kits, hand tools, pin finders, interface probes, vapour analysers (PIDs), personal protective equipment, safety gear, hard hats, confined space meter, water level meter, field note books, water samplers, water quality meters, multi-meters, sampling pumps, two way radios, GPS trackers, air sampling pumps and stands, sediment samplers, garbage bags, bailers, string, etc These expenses should be included in the Professional hourly fees.

## **2.3 Travel and Living Expenses**

2.3.1 In case of pre-authorized travel and living expenses, the Consultant will be paid for reasonable and proper travel and living expenses, supported by appropriate receipts, incurred by personnel directly engaged in the performance of the Work, calculated in accordance with the then-current National Joint Council on Travel and Living Expenses, at actual cost only without any allowance thereon for overhead or profit. Charges for air travel must not exceed that for economy class. Company owned vehicles used for project related work (traveling to the site and use while on the job) outside the designated 10 km radius of the work site, will be reimbursed with the applicable kilometric rate only. Daily use charges will not be allowed.

2.3.2 all travel must have the prior authorization of the project authority.

2.3.3 All payments are subject to government audit.

2.3.4 All information relating to National Joint Council Travel Directive 2.3 can be access through the following web site: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

### 3. Limitation of Expenditure

With the exception of the firm elements above, the amounts shown in the respective categories of the Basis of Pricing are estimates, and it is the intention that changes from item to item will be accepted for billing purposes as the work proceeds, provided that the total cost of the approved task authorization does not exceed the limitation of expenditure specified in the task authorization.

### 4. Prices are F.O.B: Destination

### 5. Rate Adjustment

**Rate Adjustment Applicable to:**  
**Contract Yr 3 April 01, 2019 - March 31, 2020;**  
**Contract Yr 4: April 01, 2020 - March 31, 2021; and**

#### 1. Rate Adjustments

Prior to the commencement of Contract Year 3 the firm hourly rates for these periods will be based upon the Contract Year 2 firm hourly rate adjusted by the percentage change in the Average Weekly Earnings for Canada, unadjusted for seasonal variation, NAICS = Professional, scientific and technical services [541], excluding overtime, published by Statistics Canada, *Table 281-0026*, over the two immediately preceding Calendar years. Information is available electronically from <http://www5.statcan.gc.ca/cansim/a26?lang=eng&retrLang=eng&id=2810026&&pattern=&stByVal=1&p1=1&p2=-1&tabMode=dataTable&csid=>

Prior to the commencement of Contract Year 4 the firm hourly rates for these periods will be based upon the Contract Year 3 firm hourly rate adjusted by the percentage change in the Average Weekly Earnings for Canada, unadjusted for seasonal variation, NAICS = Professional, scientific and technical services [541], excluding overtime, published by Statistics Canada, *Table 281-0026*, over the two immediately preceding Calendar years. Information is available electronically from <http://www5.statcan.gc.ca/cansim/a26?lang=eng&retrLang=eng&id=2810026&&pattern=&stByVal=1&p1=1&p2=-1&tabMode=dataTable&csid=>

#### 2. Example Calculation

The following formula will be used to calculate the percentage change as described in items 1 above:

Percentage Change =

$$\frac{((\text{Sum of Indices for Calendar Year prior to Calendar Year of the Contract Year 3}) - 1) \times 100}{\text{Sum of Indices for Calendar Year two years prior to Calendar Year of the Contract Year 3}}$$

### Example Scenario

To calculate the firm hourly rate for Year 3 of the Contract, whereby the year 3 will commence April 1, 2020, the firm hourly rate for Contract Year 2 would be increased by 2.64% based on the following assumptions:

Calendar Year Two Years prior to the Calendar Year of year 3- January 2018 – December 2018

Month	Indice
Jan 2018	1,046.72
Feb 2018	1,049.34
Mar 2018	1,029.99
Apr 2018	1,021.16
May 2018	1,014.95
Jun 2018	1,044.14
Jul 2018	1,045.33
Aug 2018	1,046.26
Sep 2018	1,063.52
Oct 2018	1,059.46
Nov 2018	1,037.66
Dec 2018	1,085.09
<b>Sum of Indices:</b>	<b>12,543.62</b>

Calendar Year prior to the Calendar Year of Year 3 - January 2019 - December 2019

Month	Indice
Jan 2019	1,053.88
Feb 2019	1,045.03
Mar 2019	1,078.88
Apr 2019	1,054.66
May 2019	1,051.80
Jun 2019	1,081.64
Jul 2019	1,066.64
Aug 2019	1,066.13
Sep 2019	1,066.82
Oct 2019	1,082.54
Nov 2019	1,099.69
Dec 2019	1,127.23
<b>Sum of Indices:</b>	<b>12,874.94</b>

$$\text{Percentage Change} = \left( \frac{12,874.94}{12,543.62} - 1 \right) \times 100$$

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Percentage Change = 2.64%

**2. Disbursements (from date of award to March 31, 2021 inclusive)**

**A. Communications**

Firm Fixed Fee at \_\_\_\_% of Professional Fees

**B. Major Disbursements**

Cost Plus Firm Fixed \_\_\_\_%

**C. Travel and Living Expenses**

As per the terms in Appendix C 2.3

**A. Professional Fees Unit Price Table**

**Personnel Identification:**

**Senior Lead/Principal:** \_\_\_\_\_ (name)

**Biological Studies and Investigations**

Core : \_\_\_\_\_ (name)

Alternate : \_\_\_\_\_ (name)

**Environmental Impact Assessment**

Core : \_\_\_\_\_ (name)

Alternate : \_\_\_\_\_ (name)

**Archaeological Assessment**

Core : \_\_\_\_\_ (name)

For the above positions, bidders are to indicate which team members are 'Senior Professionals' as defined under 1.1, iii) Team Experience

**Period: Date of Award (TBD) - March 31, 2018**

Item	Resource Category/Title	Hourly Rate (Cdn \$)
1	Senior Lead/Principal	\$
2	Senior Professional	\$
3	Intermediate Professional	\$
4	Junior Professional	\$
5	Senior Technologist	\$
6	Intermediate Technologist	\$
7	Junior Technologist	\$
8	Geographic Information System Analyst	\$
9	Administration	\$

**Period: April 01, 2018 - March 31, 2019**

Item	Resource Category/Title	Hourly Rate (Cdn \$)
1	Senior Lead/Principal	\$
2	Senior Professional	\$
3	Intermediate Professional	\$

4	Junior Professional	\$
5	Senior Technologist	\$
6	Intermediate Technologist	\$
7	Junior Technologist	\$
8	Geographic Information System Analyst	\$
9	Administration	\$

**Period: April 01, 2019 - March 31, 2020 (to be determined as per Rate adjustment process)**

Item	Resource Category/Title	Hourly Rate (Cdn \$)
1	Senior Lead/Principal	\$
2	Senior Professional	\$
3	Intermediate Professional	\$
4	Junior Professional	\$
5	Senior Technologist	\$
6	Intermediate Technologist	\$
7	Junior Technologist	\$
8	Geographic Information System Analyst	\$
9	Administration	\$

**Period: April 01, 2020 - March 31, 2021 (to be determined as per Rate adjustment process)**

Item	Resource Category/Title	Hourly Rate (Cdn \$)
1	Senior Lead/Principal	\$
2	Senior Professional	\$
3	Intermediate Professional	\$
4	Junior Professional	\$
5	Senior Technologist	\$
6	Intermediate Technologist	\$
7	Junior Technologist	\$
8	Geographic Information System Analyst	\$
9	Administration	\$

## **PART 2 PRICE PROPOSAL FORM**

**INSTRUCTIONS:** Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, PWGSC Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include Applicable Taxes.

### **PROponents SHALL NOT ALTER THIS FORM**

**Project Title:**

**Name of Proponent:**

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**The following will form part of the evaluation process:**

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Financial Bids will be evaluated as follows:

**NOTE: All Hourly Rates for Professional Fees and percentages for Communications and Major Disbursements used for evaluation will be taken from the Financial Bid.**

- In order to ensure that fair and competitive hourly rates are received for each of the positions listed, bidders must provide an hourly rate for each listed position below. The principal/senior lead must have the highest hourly rate listed, followed by the senior professional as the second highest. Failure to insert an hourly rate for each position listed will render the bid non-responsive.
- Each Hourly Rate will be multiplied by the estimated usage/weighting to determine the Evaluated Rate for each resource category. The Evaluated Rates for all categories will be added together to total the Sub-Total Evaluated Rate.
- The Sub-Total Evaluated Rates for A, and B will be added to the calculations for Communications and Major Disbursements to equal the Total Evaluated Financial Bid Price (See E, Summary of Estimated Costs, below).

**A. Date of Award - March 31, 2018**

<b>Professional Fees</b>			
<b>Resource Category/Title</b>	<b>Estimated Usage/Weight (%)</b>	<b>Hourly Rate</b>	<b>Evaluated Rate</b>
Senior Lead/Principal	10	\$	\$
Senior Professional	15	\$	\$
Intermediate Professional	25	\$	\$
Junior Professional	15	\$	\$
Senior Technologist	5	\$	\$
Intermediate Technologist	10	\$	\$
Junior Technologist	5	\$	\$
Geographic Information System Analyst	10	\$	\$
Administration	5	\$	\$
	100		
<b>Sub-Total Evaluated Rate (100%)</b>			\$

**B. April 01, 2018- March 31, 2019**

<b>Professional Fees</b>			
<b>Resource Category/Title</b>	<b>Estimated Usage/Weight (%)</b>	<b>Hourly Rate</b>	<b>Evaluated Rate</b>
Senior Lead/Principal	10	\$	\$
Senior Professional	15	\$	\$
Intermediate Professional	25	\$	\$
Junior Professional	15	\$	\$
Senior Technologist	5	\$	\$
Intermediate Technologist	10	\$	\$
Junior Technologist	5	\$	\$
Geographic Information System Analyst	10	\$	\$
Administration	5	\$	\$
	100		

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<b>Sub-Total Evaluated Rate (100%)</b>	<b>\$</b>
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**C. Communications**

Sub-Total Evaluated Rates (A+B) x Firm Fixed Fee at \_\_\_\_\_ % = Total \$ \_\_\_\_\_

**D. Major Disbursements**

Estimated at \$1200.00 (for evaluation purposes only) x (1 + Firm Fixed \_\_\_\_\_ %) =

Total \$ \_\_\_\_\_

**E. Summary of Estimated Costs**

<b>Sub-Total Evaluated Rates for Professional Fees (A + B)</b>	<b>\$</b>
<b>Communications (C)</b>	<b>\$</b>
<b>Major Disbursements (D)</b>	<b>\$</b>
<b>Total Evaluated Financial Bid Price (GST Extra)</b>	<b>\$</b>

**EXAMPLE** – below is an example of how financial proposals will be evaluated

**A. Contract Yr 1: Date of Award - March 31, 2018**

<b>Professional Fees</b>			
<b>Resource Category/Title</b>	<b>Estimated Usage/Weight (%)</b>	<b>Hourly Rate</b>	<b>Evaluated Rate</b>
Senior Lead/Principal	10	\$105.00	\$1,050.00
Senior Professional	15	\$105.00	\$1,575.00
Intermediate Professional	25	\$95.00	\$2,375.00
Junior Professional	15	\$75.00	\$1,125.00
Senior Technologist	5	\$90.00	\$450.00
Intermediate Technologist	10	\$70.00	\$700.00
Junior Technologist	5	\$65.00	\$325.00
Geographic Information System Analyst	10	\$70.00	\$700.00
Administration	5	\$60.00	\$300.00
	100		
<b>Sub-Total Evaluated Rate (100%)</b>			<b>\$8,600.00</b>

**B. Contract Yr 2: April 1, 2018 – March 31, 2019**

<b>Professional Fees</b>			
<b>Resource Category/Title</b>	<b>Estimated Usage/Weight (%)</b>	<b>Hourly Rate</b>	<b>Evaluated Rate</b>
Senior Lead/Principal	10	\$105.00	\$1,050.00
Senior Professional	15	\$105.00	\$1,575.00
Intermediate Professional	25	\$95.00	\$2,375.00
Junior Professional	15	\$75.00	\$1,125.00
Senior Technologist	5	\$90.00	\$450.00
Intermediate Technologist	10	\$70.00	\$700.00
Junior Technologist	5	\$65.00	\$325.00
Geographic Information System Analyst	10	\$70.00	\$700.00

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Administration	5	\$60.00	\$300.00
	100		
<b>Sub-Total Evaluated Rate (100%)</b>			<b>\$8,600.00</b>

**C. Communications**

Firm Fixed Fee 2%

Sub-Total Evaluated Rates (\$17,200.00) x Firm Fixed Fee at 2% = Total \$ 344.00

**D. Major Disbursements**

Firm Fixed Fee 5%

Estimated at \$1200.00 (for evaluation purposes only) x (1 + Firm Fixed 5%) =

Total \$1260.00

**E. Summary of Estimated Costs**

<b>Sub-Total Evaluated Rates for Professional Fees (A + B)</b>	<b>\$17,200.00</b>
<b>Communications (C)</b>	<b>\$344.00</b>
<b>Major Disbursements (D)</b>	<b>\$1,260.00</b>
<b>Total Evaluated Financial Bid Price (GST Extra)</b>	<b>\$18,804.00</b>



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## APPENDIX D - SUBMISSION REQUIREMENTS AND EVALUATION

- SRE 1 General Information
- SRE 2 Proposal Requirements
- SRE 3 Submission Requirements and Evaluation
- SRE 4 Price of Services
- SRE 5 Submission Requirements - Checklist

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## **SUBMISSION REQUIREMENTS AND EVALUATION**

### **SRE 1 GENERAL INFORMATION**

#### **1.1 Reference to the Selection Procedure**

An 'Overview of the selection procedure' can be found in R1410T General instructions to Proponents (GI3).

#### **1.2 Calculation of Total Score**

For this project the Total Score will be established as follows:

Technical Rating x 70%	=	Technical Score (Points)
<u>Price Rating x 30%</u>	=	<u>Price Score (Points)</u>
Total Score	=	Max. 100 Points

#### **1.3 Basis of Selection A0027T**

##### **1.3.1 Basis of Selection Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified for the technical and management evaluation, and
  - d. obtain the required minimum of 58.5 / 90 points overall for the technical and management evaluation criteria which are subject to point rating.
  - e. The evaluated total of the bid does not exceed 25% of the average bid price of proposals received from responsive bidders

The rating is performed on a scale of 100 points.

2. Bids not meeting (a) or (b) or (c) or (d) and (e) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. All price proposal envelopes corresponding to responsive proposals which have achieved the minimum required points will be considered upon completion of the technical evaluation. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being considered. All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.
7. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
8. 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.

<b>Contractor Selection - Assessed Best Value = Merit + Cost</b>		
<b>Merit:</b> Bidder's Overall Total Points Achieved/Total Points Available X 70	___ of 70	
<b>Cost:</b> Lowest Total Evaluated Financial Bid Price/Bidder's Total	___ of 30	
<b>Assessed Best Value Total Score</b>	<b>___ of 100</b>	

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

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$95/135 \times 70 = 49.26$
	Pricing	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
	Schedule			
Combined Rating		84.18	73.15	79.26
Overall Rating		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

**SRE 2 PROPOSAL REQUIREMENTS**

**2.1 Requirement for Proposal Format**

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) bound original plus [three (3)] bound copies of the proposal
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The order of the proposals should follow the order established in the Request for Proposal SRE section

## 2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is [thirty (30)] pages.

The following are not part of the page limitation mentioned above;

- Covering letter.
- Table of Contents
- Declaration/Certifications Form (Appendix A)
- Integrity Provisions – Required Documentation
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Appendix C)

***Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board members for evaluation.***

## SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

### 3.1 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

#### 3.1.1 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix A, Declaration/Certifications Form as required.

#### 3.1.2 Integrity Provisions – Required documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2016-04-04), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.

## 3.2 RATED REQUIREMENTS

### 1.0 Technical and Management - Point Rated Criteria

Discussions on corporate experience, knowledge and methodology, and team experience for each task are to be clearly demonstrated for all bullets (sub tasks) identified within the scope of work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation will not be sufficient.

#### 1.1 Technical

##### i) Corporate Experience:

The bidder must demonstrate:

- a) the firm's specific depth and breadth of relevant experience within the past 7 years in completing the tasks, 1.1, 1.2a and 1.2b, including associated:
  - experience working with First Nations;
  - experience working with various levels of government; and

Corporate Experience shall include qualifications and experience of the company/ joint venture/ consortium formally submitting the bid.

##### ii) Knowledge /Methodology:

The bidder must demonstrate:

- a) knowledge of each task, 1.1, 1.2 and 1.2a, and associated sub-tasks that would be identified in a specific Task Authorization for each task (discipline);
- b) a methodology in approaching both tasks;
- c) typical challenges when completing and delivering projects for each task or sub task, along with related mitigative measures; and
- d) proposed approaches to logistical planning for the tasks and sub tasks as appropriate, including those related to remote locations.

##### iii) Team Experience:

The bidder must provide:

- a) a CV for each of the 3 core team members, and the 2 alternate team members for the tasks listed below.
- b) at least one core team member for each task and sub task (3 individuals) will be a Senior Professional (must have a minimum 15 years experience);
- c) each CV will demonstrate relevant and specific training and experience and certifications to a maximum of 3 pages with font size no less than 10 point; and
- d) it is expected that core team members will be identified on each task authorization.

Team Experience may include qualifications and experience of consultants and sub-consultants forming part of the consultant team.

Task	Corporate Experience	Knowledge/ Methodology	Team Experience	Total Points Available
<b>1.1 Biological Studies and Investigations</b> (1 core plus one alternate team member)	5	10	10	<b>25</b>
<b>1.2a Environmental Impact Assessment</b> (1 core plus one alternate team member)	5	10	10	<b>25</b>
<b>1.2b Archaeological Assessment</b>	5	5	5	<b>15</b>
<b>1.3 Clear, Concise, Complete</b>				
	Proposal is well organized and the organization is easy to understand (.75 points), respondent to all portions of RFP (.75 points) and well written as in easy to understand with no major grammar/spelling errors (.5 points).			<b>2</b>
<b>2.0 Management</b>				
<b>2.1 Senior Lead/Principal (Main company contact)</b>				
	Identified Senior Lead/Principal and Senior Professional Team – this section should provide details of relevant experience/qualifications of the senior lead/principal as it relates to providing client service and managing project teams. This section should also include how the senior professional team (to be defined by the bidder) intends to deliver on projects with respect to the contract including their proposed roles, responsibilities, and interactions within their discipline, with other disciplines, with the client contact, and with the senior lead/professional. Senior Lead/Principal must have a minimum of 15 years professional experience.			<b>8</b>
<b>2.2 Organization Chart</b>				
	Submitted a detailed Organization Chart(s) of the Project Team (1 point) illustrating PWGSC Contact Points (1 point), Consultant's Staff (1 point), Sub-Consultants (1 point), relationships of each and integration of the various components (1 point). This chart clearly indicated the relationships of all parties to any sub contractors that may be required for specific projects.			<b>5</b>
<b>2.3 Capacity &amp; Resource Management</b>				
	Provided evidence (such as on organization chart or through team member lists for each task and sub task in technical section) that the firm has the capacity to complete multiple projects at the same time. Describe resource management strategies to address potential issues with capacity or project coverage including integration of new staff and/or new processes within the firm.			<b>5</b>
<b>2.4 Understanding of Task Authorization Process</b>				
	Demonstrated understanding of PWGSC contracting process and the flow of how the project would go from receiving the Terms of Reference to project execution through a Task Authorization Management Plan. Bidders should clearly outline their proposed Management Plan for accepting and coordinating responses to a Task Authorization requirement			<b>5</b>

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	and be able to show an understanding of how the PWGSC Task Authorization process will be managed and distributed internally by the Bidder.	
	<b>Minimum Points Acceptable Overall Technical and Management: 65% or 58.5 points</b>	<b>58.5 points</b>
	<b>Maximum Total Points Available Technical and Management</b>	<b>90</b>

**To be considered further, proponents must achieve a minimum Technical Rating of 58.5 points out of the 90 points available as specified above.**

**No further consideration will be given to proponents not achieving the pass mark of 58.5 points.**

**3.0 – ABORIGINAL OPPORTUNITIES CONSIDERATION (AOC) / INUIT BENEFITS PLAN (IBP) FOR OVERALL CONTRACT**

*(OPTIONAL. To be evaluated at solicitation close.)*

For a bid to be assigned points for representations made in respect of any AOC/IBP bid criteria, the bidder must provide proof with their bid to demonstrate how they will meet the objective of each criterion. The proposed AOC/IBP will be applicable to the overall Contract. Successful bidders, will be responsible for reviewing each task authorization (TA) to determine which CLCA is applicable and explain how they will apply their overall AOC/IBP plan to each specific TA, prior to approval of a task authorization as per Appendix E.

There is no pass/fail mark for this section. The AOC / IBP evaluation criteria are not considered in the calculation for the required minimum of points overall. However, the available points under these criteria will be included in total number of available points.

**Bidder's Cross Reference** - In this column, Bidder is to cross-reference where this criteria/requirement is indicated in their proposal.

Item	Description	MAX POINTS	Bidder's Cross Reference
C	<p><b>Aboriginal Opportunities Consideration / Inuit Benefits Plan</b> <i>(Maximum Points: 10 – no mandatory minimum score)</i></p> <p><b>Evaluation and Assessment of AOC/IBP</b>            Proof of efforts and/or plans made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their AOC/IBP documentation demonstrated sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. Bidders must include all reference material to be considered, material and/or documents outside the proposal will not be considered. URL links to website will not be considered. No prior knowledge or experience will be taken into consideration.</p> <p>Canada reserves the right to verify any information provided in the AOC/IBP and that untrue statements may result in the tender being declared non-responsive.</p> <p><b>AOC/IBP Criteria</b>            Bidders should provide the information requested below. Public Works and Government Services Canada would like to provide to the bidders an opportunity to achieve additional points to be used in the evaluation of their proposals. This is in accordance with Land Claim Agreements and INAC's mandate to support and provide opportunities to the local Aboriginal communities under Federal government contracts within a land claims area.</p>		

<p>There is no pass/fail mark for this section. The AOC / IBP evaluation criteria are not considered in the calculation for the required minimum of points overall. However, the available points under these criteria will be included in total number of available points.</p>			
AOC1	<p><b>Employment and Subcontracting Plan</b></p> <p>The bidder should provide a measurable plan and outline the steps that will be taken to achieve the plan that maximizes the use of Aboriginal/Inuit employment and business opportunities from the area of the contract identified in any resulting task authorization.</p>	5	
AOC2	<p><b>Offices</b></p> <p>Bidders are requested to demonstrate the existence of head offices, staffed administrative offices or other facilities within one of the CLCA's located in the territories.</p>	1	
AOC3	<p><b>Training and Development</b></p> <p>The bidder should provide an undertaking of a commitment with respect to delivery of training and/or development programs for Aboriginal/Inuit people from the area of the contract identified at no additional cost under this project.</p> <p><b>This will be evaluated based on the following criteria:</b>  <i>Innovation</i>  <i>Long-term Socio-Economic Benefit/Impact</i>  <i>Marketable Training/Skills</i></p> <p><b>Some options include but are not limited to:</b>  <i>Apprenticeship Programs</i>  <i>Summer employment for College/University students / Co-op</i>  <i>Scholarship funds</i></p>	2	

	<i>Partnerships with Training Organizations (i.e. Colleges, Universities, ECO Canada, Mine Training Society)</i>		
AOC4	<p><b>Community Development</b></p> <p>The bidder should provide an undertaking of a commitment with respect to delivery of a community development program for Aboriginal people from the area of the contract at no additional cost under this project.</p> <p><b>This will be evaluated based on the following criteria:</b>  <i>Innovation</i>  <i>Long-term Socio-economic Benefit/Impact</i>  <i>Alignment with the Communities' development Plan</i></p> <p><b>Some options include but are not limited to:</b>  <i>Grants</i>  <i>Infrastructure</i>  <i>Equipment</i></p>	2	
	<b>Maximum Points Available for AOC/IBP Criteria =</b>	<b>10</b>	
	<b>TOTAL POINTS AWARDED for AOCs/IBPs =</b>		<b>_____ TOTAL</b>

## Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>2 points</b>	<b>4 points</b>	<b>6 points</b>	<b>8 points</b>	<b>10 points</b>
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

### 3.3 EVALUATION AND RATING

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following to establish Technical Ratings:

Criterion	ITEM	Weight Factor	Rating	Weighted Rating
<b>Corporate Experience</b>	1.1	.5	0-10	0-5
	1.2	.5	0-10	0-5
	1.2a	.5	0-10	0-5
<b>Knowledge /Methodology</b>	1.1	1	0-10	0-10
	1.2	1	0-10	0-10
	1.2a	.5	0-10	0-5
<b>Team Experience</b>	1.1	1	0-10	0-10
	1.2	1	0-10	0-10
	1.2a	.5	0-10	0-5
<b>Clear, Concise, Complete</b>	1.3	.5	0-10	0-5
<b>Senior Lead/Principal</b>	2.1	.5	0-10	0-5
<b>Organization Chart</b>	2.2	.5	0-10	0-5
<b>Capacity &amp; Resource Management</b>	2.3	.5	0-10	0-5
<b>Understanding of Task Authorization Process</b>	2.4	.5	0-10	0-5
<b>Aboriginal Opportunities Consideration (AOC) / Inuit Benefits Plan (IBP)</b>				
<b>Employment and Sub-contracting Plan</b>	AOC1	.5	0-10	0-5
<b>Offices</b>	AOC2	.1	0-10	0-1
<b>Training and Development</b>	AOC3	.2	0-10	0-2
<b>Community Development</b>	AOC4	.2	0-10	0-2
				<b>0-100</b>

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## SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of (58.5) points will be opened upon completion of the technical evaluation. An average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened.

All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.

The remaining price proposals are rated as follows:

- A. The lowest price proposal receives a Price Rating of 100
- B. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
- C. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

## SRE 5 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in R1410T General instructions to Proponents, G116 Submission of proposal. Proponents may choose to introduce their submissions with a cover letter.

- Team Identification
- Declaration/Certifications Form - completed and signed - form provided in Appendix A
- Integrity Provisions – Required documentation – **as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2016-04-04), General instructions 1 (G11), Integrity Provisions – Proposal, **section 3a**.
- Integrity Provisions - Declaration of Convicted Offences – **with its bid, as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2016-04-04), General instructions 1 (G11), Integrity Provisions – Proposal, **section 3b**.
- Proposal - one (1) original plus 3 copies

Solicitation No. - N° de l'invitation  
ET022-172390/A  
Client Ref. No. - N° de réf. du client  
PWGSC ET022-172390

Amd. No. - N° de la modif.  
File No. - N° du dossier  
NCS-6-39283

Buyer ID - Id de l'acheteur  
NCS013  
CCC No./N° CCC - FMS No./N° VME

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- Front page of RFP
- Front page(s) of any solicitation amendment

In a separate envelope:

Price Proposal Form - one (1) completed and submitted in a separate envelope

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**APPENDIX E**

**CONSULTANT'S ABORIGINAL OPPORTUNITIES CONSIDERATION (AOC) /  
INUIT BENEFITS PLAN (IBP) AND CERTIFICATION FOR TASK  
AUTHORIZATIONS (TA)**

Solicitation No. - N° de l'invitation  
**ET022-172390/A**  
 Client Ref. No. - N° de réf. du client  
**PWGSC ET022-172390**

Amd. No. - N° de la modif.  
  
 File No. - N° du dossier  
**NCS-6-39283**

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**NCS013**  
 CCC No./N° CCC - FMS No./N° VME

*For the successful Consultants only.*

The Consultant must submit the following duly completed certification if a plan is being provided as part of this task authorization. If no plan is provided as part of this TA, then this certification need not be completed.

The certification and a separate report is to be submitted for each TA. **Failure to comply may result in contract termination.**

Applicable CLCA:
Task Authorization #:
Task Authorization Title:
Consultant Name:
Task Authorization Period:

Complete the following tables and date and sign the Consultant Certification.

**TABLE 1 – Head Office:**

Consultants are requested to demonstrate the existence of head offices, staffed administrative office or other staffed facilities in the area of the TA work or CLCA/Nunavut Settlement Area.

Name and Location of Facilities

**TABLE 2 – Aboriginal/Inuit Training Plan:**

Name & Position Title (Provide name(s) where possible)	Aboriginal / Inuit Employee	Non-Aboriginal / Inuit Employee
Consultant to include type of training and hours of training.		

**TABLE 3 – Plan for Aboriginal/Inuit Content for Sub-Contracting/Supplier Costs:**

Total Estimated Cost for Supplies/Materials, Equipment and Services Procured from Aboriginal/Inuit Companies for this Task Authorization =   %  
 Total Estimated Cost for Supplies/Materials, Equipment and Services Procured for this Task Authorization

Company Name	Aboriginal / Inuit Company	Non-Aboriginal / Inuit Company
Consultant to include the value of work to be Sub-Contracted.		

**TABLE 4 – Aboriginal / Inuit Labour Content Plan:**

Total No. of Aboriginal/Inuit Person Hours for this Task Authorization=   %  
 Total No. Of Person Hours for this Task Authorization

Name and Position Title (Provide name(s) where possible)	Aboriginal/Inuit Employee	Non-Aboriginal / Inuit Employee
Consultant to include the # of hours to be worked.		

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File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
NCS013  
CCC No./N° CCC - FMS No./N° VME

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### CONSULTANT CERTIFICATION

The Consultant must submit the following certification if a plan is being provided.

PLAN CERTIFICATION		
PRINT NAME	SIGNATURE	DATE
The Consultant certifies its plan for contracting submitted herein is accurate and complete.		

#### Submit Plan and Certification for each Task Authorization to:

- Contracting Authority: amanda.wiebe@pwgsc-tpsgc.gc.ca or fax to: 204-983-7796; and
- The applicable PWGSC Project Manager per TA

**NOTE:** *Consultants who fail to apply their overall AOC / IB Plan to the specific task authorizations, may be subject to the removal of the work distribution rotation under this contract.*

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Client Ref. No. - N° de réf. du client  
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NCS-6-39283

Buyer ID - Id de l'acheteur  
NCS013  
CCC No./N° CCC - FMS No./N° VME

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**APPENDIX F**

**CONSULTANT ACHIEVEMENT  
REPORTING AND CERTIFICATION**

1. *For successful Consultants only* - If a plan is provided, the Consultant must provide a summary of activities undertaken to meet the plans made. The following table must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the Consultant prior to final payment.
2. Information provided may be subject to verification.
3. The Certification and Achievement Reports must be submitted prior to final payment with details how the Consultant met its plans.
4. Final Payment will not be made until the Consultant Achievement Reporting and Certification have been received

Return Reports to:

Amanda Wiebe at [amanda.wiebe@pwgsc-tps qc.ca](mailto:amanda.wiebe@pwgsc-tps qc.ca)

**TABLE 1 – Head Office**

Provide Current Business address
Consultants are requested to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the area of the Task Authorization work or CLCA/Nunavut Settlement Area.

**TABLE 2 – Achievement of Aboriginal/Inuit Training**

Name & Position Title (Provide name(s) where possible)	Aboriginal / Inuit Employee	Non - Aboriginal / Inuit Employee
Consultant to include type training, hours, and % complete		

**TABLE 3 – Achievement of Aboriginal/Inuit Labour Content**

Total No. Of Aboriginal/Inuit Person Hours for This Task Authorization= \_\_\_\_\_%  
 Total No. Of Person Hours for This Task Authorization

Name & Position Title (Provide name(s) where possible)	Aboriginal / Inuit Employee Hours	Non – Aboriginal / Inuit Employee Hours
Consultant to include the # of hours worked		

**TABLE 4 – Achievement of Aboriginal/Inuit Content for Sub-Contracting/Suppliers Content:**

Total Cost For Supplies/Materials, Equipment And Services Procured From Aboriginal/Inuit Companies for This Task Authorization  
 Total Est. Cost for Supplies/Materials/Equipment/Services Procured for this Task Authorization  
 = \_\_\_\_\_%

Company Name	Aboriginal / Inuit Company	Non- Aboriginal / Inuit Company
Consultant to include the value of Sub-Contracted work		

**Consultant Certification**

<b>ACHIEVEMENT CERTIFICATION:</b>		
<b>PRINT NAME</b>	<b>DATE</b>	<b>SIGNATURE</b>

Solicitation No. - N° de l'invitation  
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Client Ref. No. - N° de réf. du client  
PWGSC ET022-172390

Amd. No. - N° de la modif.  
File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
NCS013  
CCC No./N° CCC - FMS No./N° VME

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## **APPENDIX G – GENERAL STANDARDS AND PROCEDURES**

Note: Only the following sections of the General Standards and Procedures will apply to this Contract: 1.1, 1.2, 1.3, 2.1, 2.2 (parts), 2.3, 2.4, 2.6 (parts), 2.9, 2.10, 2.11, all of section 3.

## **APPENDIX H – TASK AUTHORIZATION FORM**

Vendor No. No. fournisseur		Contact Name - Nom du contact Acc. No. - No. comp.		PST Exempt No. - No. d'exemption de la TVP As per Contract Selon le contrat		Contact - Personne ressource		Tel. No. - No. du tél.		Fax No. - No. de télécop.		Order No. N <sup>o</sup> . de commande	
Contract number / Numéro du contrat		Tel. No. - No. du tél.		Amendment No. - No. de la modification		Previous Value - Valeur précédente		Revised value - Montant révisé		Amendment Date Date de modification		Date required Demandé pour le	
Item No. No. de l'art		Item Description Description de l'article		U of I U de D		Quantity Quantité		Unit Price Prix unitaire		Disc Esc.		Ext. Price Prix calculé	
Delivery Address - Adresse de livraison PWGSC Western Region Tejus Plaza North 10025 Jasper Avenue Edmonton AB T5J 1S6		Invoicing Address - Adresse de facturation PWGSC/TPSGC ENVIRONMENTAL SERVS TEJUS PLAZA N. 10025 JASPER AVE EDMONTON AB T5J 1S6		FOB - FOB		Amount - Montant / CAD		Terms of payment - Modalités de paiement Net 30		T. taxes - T. taxes / CAD		T. Amount - Montant T. / CAD	
Special Instructions - Instructions spéciales Security: This task authorization includes security provisions. If yes, an SRCL shall accompany all PWGSC documents. Sécurité: Cette autorisation des tâches comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Signature (Mandatory - Obligatoire) PWGSC Authorization / Autorisation de TPSGC		Date		Signature (Mandatory - Obligatoire) Contractor Entrepreneur		Date		Signature (Mandatory - Obligatoire) Date	
The order number must appear on invoices, billing lists, packing lists, correspondence and outside containers. Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.		Please note additional instructions attached if applicable. Veuillez consulter les instructions supplémentaires s'il y a lieu.		PWGSC/TPSGC ENVIRONMENTAL SERVS TEJUS PLAZA N. 10025 JASPER AVE EDMONTON AB T5J 1S6		PWGSC/TPSGC ENVIRONMENTAL SERVS TEJUS PLAZA N. 10025 JASPER AVE EDMONTON AB T5J 1S6		PWGSC/TPSGC ENVIRONMENTAL SERVS TEJUS PLAZA N. 10025 JASPER AVE EDMONTON AB T5J 1S6		PWGSC/TPSGC ENVIRONMENTAL SERVS TEJUS PLAZA N. 10025 JASPER AVE EDMONTON AB T5J 1S6		PWGSC/TPSGC ENVIRONMENTAL SERVS TEJUS PLAZA N. 10025 JASPER AVE EDMONTON AB T5J 1S6	





**TASK AUTHORIZATION PROPOSAL FORM**

**Title:**

**Contract No.**                      **Project No.**

**Reference No.**

**Task Authorization Proposal No.: 0**  
(Original TAPF)

You are requested to submit a proposal to carry out the work described as attached, in accordance with the Basis of Pricing and the Terms and Conditions of the referenced contract.

Task Authorization Proposal Amendment No. 0

Contractor's name & address:

Send Proposal to:  
PUBLIC WORKS & GOVERNMENT SERVICES CANADA  
Environmental Services

Previous Value - No GST \$	Value of inc. or dec. - No GST -	Tot. est. exp. or rev. tot. est. exp. - No GST -	\$0.00
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**1.0 Work Description:**

**2.0 Period of Work:**

Estimated Start Date:                      Estimated End Date:

**3.0 Costs:**

Item No.	Labour / Disbursement Category	Unit of Measure	Qty	Unit Price	Extended Price
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**Labour (Rates from Date of Award - March 31, 201X)**

1	Senior Lead/Principal	hr			\$0.00
2	Senior Professional	hr			\$0.00
3	Intermediate Professional	hr			\$0.00
4	Junior Professional	hr			\$0.00
5	Senior Technologist	hr			\$0.00
6	Intermediate Technologist	hr			\$0.00
7	Junior Technologist	hr			\$0.00
8	CADD/Draftperson	hr			\$0.00
9	Administration	hr			\$0.00
Sub-total					<b>\$0.00</b>

Amount of increase/decrease	Inc/Dec Amount	\$0.00
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**Communications**

	at % of Labour	0%	\$0.00
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Amount of increase/decrease	Inc/Dec Amount	\$0.00
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**Disbursements (please itemize on separate sheet)**

	lump sum	Extended Price
1		\$0.00
2		\$0.00
3		\$0.00
Sub-total		<b>\$0.00</b>

Amount of increase/decrease	Inc/Dec Amount	\$0.00
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	mark-up at %	\$0.00
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Amount of increase/decrease	Inc/Dec Amount	\$0.00
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<b>Travel</b>		Unit of Measure	lump sum	Extended Price
1	Airplane	lump		\$0.00
2	Rail	lump		\$0.00
3	Rental Motor Vehicle	lump		\$0.00
4	Personal Motor Vehicle	lump		\$0.00
5	Taxi	lump		\$0.00
6	Other transportation	lump		\$0.00
7	Accommodations	lump		\$0.00
8	Meals	lump		\$0.00
9	Incidentals and other costs	lump		\$0.00
			Sub-total	<b>\$0.00</b>
			Previous TAPF	\$0.00
<b>Amount of increase/decrease</b>			<b>Inc/Dec Amount</b>	<b>\$0.00</b>

<b>Total Price (before taxes)</b>			<b>\$0.00</b>
<b>GST Amount (5%)</b>			<b>\$0.00</b>
<b>Total Extended Price</b>			<b>\$0.00</b>

**5.0 Authorities:**

Authorization: This form must contain the signature of both the Consultant and the appropriate Project Authority in order for this Task Authorization Proposal Form to be valid. The services detailed under this Task Authorization Proposal must be identified on the supporting Contract. Services are not to be provided prior to the completion and signature of a Task Authorization form. Contact the Contracting Officer for more information.

5.1 Consultant: We acknowledge receipt of this request for a Task Authorization Proposal, and agree to the Terms and Conditions set out therein.

\_\_\_\_\_  
Signature Date

5.2 Project Authority: I have reviewed the enclosed proposal and determine that it represents a fair and reasonable cost to Canada.

\_\_\_\_\_  
Signature Date

5.3 PWGSC Environmental Services: Should the Project Authority above represent a branch other than PWGSC Environmental Services.

\_\_\_\_\_ PWGSC ES RM approves the use of the above referenced Contract for this Project.

\_\_\_\_\_  
Signature Date