



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment Canada</b> <b>/ Réception des soumissions – Environnement Canada</b></p> <p><b>Environment Canada (BIDS)</b> <b>Reg Landry</b></p> <p><a href="mailto:Reg.Landry@canada.ca">Reg.Landry@canada.ca</a></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À:</b> <b>ENVIRONNEMENT CANADA</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<b>Title – Titre: COSEWIC Moss Status Reports</b>	
	<b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> 5000024908	
	<b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2017-02-07</b>	
	<b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b>	<b>Time Zone – Fuseau horaire</b>
	2017-02-28 at – à 2:00 P.M. on – le	EST
	F.O.B – F.A.B	
	<b>Address Enquiries to - Adresser toutes questions à</b> Reg Landry	
	<b>Telephone No. – N° de téléphone</b> 819-938-3064	<b>Fax No. – N° de Fax</b> 819-938-4855
	<b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2017-04-01</b>	
	<b>Destination - of Services / Destination des services</b>	
Shirley Sheppard Environment Canada and Climate Change 351 St. Joseph Blvd, 16 floor Gatineau, QC K1A0H3		
<b>Security / Sécurité</b> <b>Reliability Status</b>		
<b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. – N° de téléphone</b>	<b>Fax No. – N° de Fax</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) /</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	

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## **PART 1 – GENERAL INFORMATION**

### **1. Security Requirement**

1.1 There is a Reliability status security requirement associated with this requirement.

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

The Work to be performed is detailed in Annex “A” Statement of Work.

## **PART 2 – BIDDER INSTRUCTIONS**

### **2. Submission of Bids**

2.1 Bids must be submitted to Environment Canada (EC) by email by the date, time and place indicated on page 1 of the Bid Solicitation.

### **3. Applicable Laws**

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

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

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

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

Appendix A – Exceptions to Contractor Ownership and Treasury Board Exemption where:

“4.1 The main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.”

### **5. Use of License**

In recognition of the contribution and effort on the part of the Contractor towards the goals of COSEWIC, the Contractor is hereby granted a personal, non-exclusive, royalty-free, perpetual, world-wide, non-commercial and non-transferable license to use, copy, reproduce and publish portions of the Work subject to the following requirements:

- a. the Contractor will not publish the entire Work, or distribute the entire Work to any third party; and
- b. the Contractor shall acknowledge that Her Majesty has contributed Crown Copyright to the Contractor's work and shall include the following notice and disclaimer in any new document which incorporates portions of the Work:

*“Notice: Some of the information used or referenced in this document is Crown Copyright, compiled on behalf of COSEWIC under a contract with Environment Canada. However, comments or conclusions made by the author using this information do not necessarily reflect the opinions of Environment Canada or COSEWIC.”*

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

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

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

#### **Section II: Financial Bid**

1. Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders should include the following information in their financial bid:
  - (a) Their legal name; and
  - (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

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

#### **1. Evaluation Procedures**

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

##### **1.1 Technical Evaluation**

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

##### **1.2 Technical Evaluation**

###### **1.2.1 Mandatory Technical Criteria**

###### **1.2.1.1 Mandatory Criteria**

<b>M1 –Technical Component</b>	<b>Is the requirement met (yes/no)?</b>
The proposal must include a statement of understanding, not to exceed one page in length, of the work to be undertaken and why it has been requested. The proposal must present a work plan and describe how the Contractor would carry out the tasks to achieve the project objectives.	

<b>M2 –Company Expertise Component</b>	
The proposal must identify: <ul style="list-style-type: none"> <li>• The professional staff to be assigned to the project and their expected contribution to the project;</li> <li>• Staff experience directly relevant to the work;</li> <li>• Relevant company experience for prime and sub-Contractors directly related to the work.</li> </ul>	
<b>M3- Academic Qualifications</b>	
The bidder must have a lead author with an undergraduate degree relevant to the work proposed.	
<b>M4 –Mandatory Financial Criterion</b>	
Environment Canada has established funding for this project at a maximum amount of <b>\$40,000.</b> (in Canadian dollars excluding GST) for professional services including associated costs for the period from contract award to 31 March 2019. The proposal must identify the level of effort and estimated cost for each task in the work plan, the estimated cost of professional and support personnel, materials, equipment communications and supplies.	

**Table 2. Technical Evaluation Criteria**

Rated Criteria	Factors	Maximum score	Score
<b>1 Demonstrated familiarity with species and experience</b>	<b>R1. Does the proposal indicate demonstrated familiarity with species and experience relevant to the work?</b>	<b>Max. 55 points</b>	
	<b>Identification of requirements for:</b>		
	a. A Masters of Science degree relevant to the work	<b>5</b>	
	b. A Doctoral degree relevant to the work	<b>4</b>	
	c. Direct experience with the species <b>-Proposal clearly identifies extensive direct work experience with the species (6)</b> <b>-Proposal clearly identifies some direct work experience with the species (3)</b> <b>-Proposal does not identify direct work experience with the species (0)</b>	<b>6</b>	
	d. Demonstrated familiarity with the species' distribution <b>-Proposal clearly identifies familiarity with the species</b>	<b>6</b>	

	<p><b>distribution (6)</b>  <b>-Proposal identifies some familiarity with the species distribution but the text is vague (3)</b>  <b>-Proposal does not identify familiarity with the species distribution (0)</b></p> <p>e. Demonstrated familiarity with the species' life history  <b>-Proposal clearly identifies familiarity with the species' life history (3)</b>  <b>-Proposal identifies some familiarity with the species' life history but the text is vague (1.5)</b>  <b>-Proposal does not identify familiarity with the species' life history (0)</b></p> <p>f. Demonstrated familiarity with threats to this species  <b>-Proposal clearly identifies familiarity with threats to this species (6)</b>  <b>-Proposal identifies some familiarity with threats to this species but the text is vague (3)</b>  <b>-Proposal does not identify familiarity with threats to this species (0)</b></p> <p>g. Demonstrated familiarity with species' information that is not stated in points c. – i. but that is relevant to COSEWIC status reports  <b>-Proposal clearly identifies familiarity with species information that is not stated above but that is relevant to COSEWIC status reports (4)</b>  <b>-Proposal identifies some familiarity with species information that is not stated above but that is relevant to COSEWIC status reports but the text is vague (2)</b>  <b>-Proposal does not identify familiarity with species information that is not stated above but that is relevant to COSEWIC status reports (0)</b></p> <p>h. Demonstrated experience using quantitative skills in population dynamics  <b>-The proposal clearly demonstrates extensive experience using quantitative skills in population dynamics (10)</b>  <b>-The proposal clearly demonstrates</b></p>	<p>6</p> <p>6</p> <p>4</p> <p>10</p>	
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	<p>some experience using quantitative skills in population dynamics (8)          -The proposal demonstrates some experience using quantitative skills in population dynamics but is lacking in some details (6)          -The proposal demonstrates some experience using quantitative skills in population dynamics but the text is vague (4)          -The proposal demonstrates minimal experience using quantitative skills in population (2)          -The proposal does not include experience using quantitative skills in population (0)</p> <p>i. Demonstrated experience using statistics          -The proposal clearly demonstrates extensive experience using statistics (8)          -The proposal demonstrates some experience using statistics (6)          -The proposal demonstrates some experience using statistics but text is vague (4)          -The proposal demonstrates minimal experience using statistics (2)          -The proposal does not demonstrated experience using statistics (0)</p>	8	
2 Writing Experience	<p>R2.Does the proposal indicate relevant writing experience</p> <p>Identification of requirements for:</p> <p>a. The applicant has prior experience with COSEWIC and other status reports          -The proposal clearly demonstrates extensive experience with COSEWIC and other status reports (10)          -The proposal clearly demonstrates some experience with COSEWIC and other status reports (8)          -The proposal clearly demonstrates some experience with COSEWIC and other status reports but is lacking some details (6)          -The proposal clearly demonstrates some experience with COSEWIC and other status reports but text is vague</p>	Max. 25 points  10	

	<p><b>(4)</b>  <b>-The proposal demonstrates minimal experience with COSEWIC and other status reports but text is vague (2)</b>  <b>-The proposal does not demonstrate experience with COSEWIC and other status reports (0)</b></p>	
	<p>b. The applicant has prior experience incorporating suggested editorial comments from other experts into written documents</p> <p><b>-The proposal clearly demonstrates extensive experience incorporating suggested editorial comments from other experts into written documents (3)</b></p> <p><b>-The proposal demonstrates some experience incorporating suggested editorial comments from other experts into written documents (2)</b>  <b>-The proposal demonstrates some experience incorporating suggested editorial comments from other experts into written documents but text is vague (1)</b>  <b>-The proposal does not demonstrate experience incorporating suggested editorial comments from other experts into written documents (0)</b></p>	3
	<p>c. Evidence of ability to meet deadlines  Reliability in meeting work-related timelines and in delivering work-related products.</p> <p><b>-The proposal clearly identifies the ability to meet deadlines with specific examples (4)</b>  <b>-The proposal identifies the ability to meet deadlines but some details are lacking (2)</b>  <b>-The proposal does not identify the ability to meet deadlines with specific examples (0)</b></p>	4
	<p>d. Publication record demonstrates writing experience</p> <p><b>-The proposal includes reference to publications written by applicant that are directly relevant to the species (5)</b>  <b>-The proposal includes reference to publications written by applicant that are directly relevant to related taxa (3)</b>  <b>-The proposal includes reference to publications written by applicant but publications are not directly relevant to the species or related taxa (1)</b></p>	5



	<p><b>-The proposal does not include references to publications written by applicant (0)</b></p> <p>e. Ability to integrate ATK into the report</p> <p><b>-The proposal clearly identifies a familiarity with ATK and how to integrate it into a report (3)</b></p> <p><b>-The proposal identifies a familiarity with ATK and how to integrate it into a report but is missing some details (2)</b></p> <p><b>-The proposal identifies a familiarity with ATK but no indication of an ability to integrate it into a report (1)</b></p> <p><b>-The proposal does not include reference to ATK (0)</b></p>	3	
<b>3 Work plan and budget</b>	<p><b>R3.Does the proposal indicate an appropriate workplan?</b></p> <p><b>Identification of requirements for:</b></p> <p>a. Applicant's work plan demonstrates a clear and realistic plan for preparation of the report</p> <p><b>- proposal clearly identifies the major tasks, timelines and milestones/deliverables for all the requirements in the Statement of Work (20)</b></p> <p><b>-The proposal clearly identifies the major tasks, timelines and milestones/deliverables for most of the requirements in the Statement of Work (15)</b></p> <p><b>-The proposal clearly identifies the major tasks, timelines and milestones/deliverables for some of the requirements in the Statement of Work, but is missing some details (10)</b></p> <p><b>-The proposal identifies the major tasks, timelines and milestones/deliverables for some of the requirements in the Statement of Work but does not do so in a clear manner, and is missing many details (5)</b></p> <p><b>-The proposal does not present a workplan (0)</b></p>	<p><b>Max. 20 points</b></p> <p>20</p>	
<b>Total</b>		<b>100</b>	

<b>Applicant's total score</b>	<b>Information and content provided is...</b>
UNSATISFACTORY: 0-69%	considered non-compliant
GOOD: 70-100%	considered compliant

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

The proposal must include a detailed description of the approach, methodology and the work plan describing how the Contractor would carry out the project to achieve the above objectives. Any relevant information to enable Environment Canada to adequately score the proposal based on the criteria listed below must be included.

## Selection Method

### Technical Rating

The proposal that obtained the highest score for the technical evaluation, as presented in appendix A, will be assigned a weight of 70%. All other proposals that meet the minimum score requirements for the technical evaluation will be prorated.

### Cost Rating

The proposal presenting the lowest cost while meeting the minimum score requirements for the technical evaluation will be assigned a weight of 30%. All other proposals that meet the minimum score requirements for the technical evaluation will be prorated.

Both the technical rating and the cost rating will be used to determine the final score, as illustrated by the example below:

#### Equation 1:

$$Total\ Points = \frac{Bidder's\ Rated\ Score}{Highest\ Bidder's\ Rated\ Score} \times 70 + \frac{Lowest\ Bidder\ Price}{Bidder's\ Price} \times 30$$

Example:

Bidder	Bidder's Rated Score	Bidder's Price	Points for Technical/ Management Components	Points for Price	Total Points
Bidder A	80	\$30,000	(80) <input type="checkbox"/>	(30,000) <input type="checkbox"/>	62.2 + 30 = 92.2
Bidder B	85	\$40,000	(85) <input type="checkbox"/> 90 66.1	(30,000) <input type="checkbox"/> 40 22.5	66.1 + 22.5 = 88.6
Bidder C	90	\$35,000	(90) <input type="checkbox"/>	(30,000) <input type="checkbox"/> 35 25.7	70 + 25.7 = 95.7*

\*In this example, Bidder C will be recommended for award of the contract.

In the event of a tie, the proposal receiving the highest score for the technical evaluation will be selected.

## 1.3 Financial Evaluation

### 1.3.1 Evaluation of Price

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

#### For a proposal to be deemed technically compliant, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all of the mandatory criteria;
- c) obtain the required minimum in **EACH** of the Technical Evaluation Criteria which are subject to point rating.

Bids not meeting **a) or b) or c)** will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement. In the event of a tie for the Technical Score, the contract will be awarded to the lowest financial offer.

## **2.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 5 - CERTIFICATIONS**

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

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

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

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

### **2. Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

## **PART 6 - RESULTING CONTRACT**

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

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

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

### **3. General Conditions**

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

General conditions 2010B is modified as follows:

#### **At Section 12 Transportation Costs**

**Delete:** In its entirety

**Insert:** "Deleted"

#### **At Section 13 Transportation Carriers" Liability**

**Delete:** In its entirety.

**Insert:** "Deleted"

#### **At Section 18, Confidentiality:**

**Delete:** In its entirety

**Insert:** "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from date of contract award to **March 31, 2019** inclusive.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Reg Landry  
Title: Contracting Officer  
Environment Canada  
NCR Procurement and Contracting  
Finance Branch  
200 Sacre Coeur  
Gatineau, Quebec

Telephone: 819-938-3064  
E-mail address: [reg.landry@canada.ca](mailto:reg.landry@canada.ca)

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

### **5.2 Technical Authority (To be disclosed upon contract award)**

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

### **5.3 Contractor's Representative (To be named upon contract award).**

## **7. Payment**

### **7.1 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

### **7.2 Limitation of Expenditure**

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$40,000. Customs duties are included and Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (i) when it is 75 percent committed, or
- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.3 Milestone Payments**

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

### **8. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) Modified 2010B General Conditions - Professional Services (Medium Complexity) (2016-04-04)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s).*)

## ANNEX A

### STATEMENT OF WORK

Status reports for the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) on the Daltonia Moss (*Daltonia splachnoides*), the Drooping-leaved Beard-moss (*Paraleptodontium recurvifolium*), *Selegeria careyana* and *Zygodon gracilis* in Canada.

#### **Purpose**

This contract is for professional services to prepare status reports for the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) on the Daltonia Moss (*Daltonia splachnoides*), the Drooping-leaved Beard-moss (*Paraleptodontium recurvifolium*), *Selegeria careyana* and *Zygodon gracilis* in Canada.

#### **Background**

The Committee on the Status of Endangered Wildlife in Canada (COSEWIC) assesses which wild species, including mammals, birds, amphibians, reptiles, fishes, arthropods, molluscs, vascular plants, mosses, and lichens, are at risk of extinction or extirpation from Canada and to what degree. Assessments are based on comprehensive wildlife species status reports on each wildlife species. Contracts are administered via the COSEWIC Secretariat housed in Environment Canada.

COSEWIC status reports commissioned after May 2001 are "living documents." After the report is concluded, any subsequent updates to status reports will be prepared simply by adding new information to the existing report and, where appropriate, updating factual information. COSEWIC will be cited as the author on the report's cover page (ownership and copyright will rest with the Crown). Report Writers who produce the initial status report or, in the future, who add information to the "living document" to produce an updated status report, will be acknowledged as having prepared the status report. Over time, the acknowledgements will list the contributors (Report Writers) who have provided their expertise.

At the request of Environment Canada, the contractor will provide to the Crown a written permanent waiver of Moral Rights<sup>1</sup> from all authors of the report, in a form acceptable to Environment Canada.

The contractor will be granted a license to use, copy, reproduce and publish portions of the Provisional Report provided that 1) the Contractor will not publish the entire Provisional Report, or distribute it to any third party, and 2) the Contractor acknowledges that the Crown has contributed Crown Copyright in the Provisional Report and includes the following notice and disclaimer in any new document which incorporates portions of the report: "*Notice: Some of the information used or referenced in this document is Crown Copyright, compiled on behalf of COSEWIC under a contract with Environment Canada, however, comments or conclusions made by the author using this information do not necessarily reflect the opinions of Environment Canada or COSEWIC.*"

COSEWIC has determined that on the Daltonia Moss (*Daltonia splachnoides*), the Drooping-leaved Beard-moss (*Paraleptodontium recurvifolium*), *Selegeria careyana* and *Zygodon gracilis* are priorities for assessment, and the status reports that are the subject of this contract will be the basis for the COSEWIC assessment.

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<sup>1</sup> Moral rights, as defined by the Copyright Act, include a) the right of having the author's name associated with the Work, where reasonable in the circumstances; and b) the right to the integrity of the Work such as preventing the Work from being changed, corrected or amended.



## **Scope**

The scope of this contract is to support COSEWIC in its role under the *Species at Risk Act*, to assess risk of extinction or extirpation for Canadian species.

## **Objectives**

Compile and analyze the best available information pertaining to the status of on the Daltonia Moss (*Daltonia splachnoides*), the Drooping-leaved Beard-moss (*Paraleptodontium recurvifolium*), *Selegeria careyana* and *Zygodon gracilis* in Canada.

## **Statement of Work**

The contractor ("Report Writer") will use the best available information on the Daltonia Moss (*Daltonia splachnoides*), the Drooping-leaved Beard-moss (*Paraleptodontium recurvifolium*), *Selegeria careyana* and *Zygodon gracilis* in Canada.

, including scientific, community, and Aboriginal Traditional Knowledge (ATK) to write a comprehensive status report that will form the basis of an assessment on the status of the Sockeye Salmon (*Oncorhynchus nerka*) in the Fraser River drainage in Canada.

The content and format of the reports will conform to the *Information for the Preparation of COSEWIC Status Reports* found on the COSEWIC web page <http://www.cosewic.gc.ca>, which specifies headings, the content under each heading, range maps, other figures, and appendices. The contractor will also be required to use the typographic and editorial style set out in these instructions. Any illustrations or graphics used must be originals prepared by the contractor or, if not, appropriate authorization of their use must be obtained and clearly cited in the report.

The contractor will be expected to actively seek out all relevant and important existing sources of scientific, community, and Aboriginal Traditional Knowledge. In addition to other sources of information, the contractor will contact the COSEWIC representative(s) for the jurisdiction(s) and relevant Wildlife Management Boards responsible for the wildlife species, recovery team co-chairs (as applicable) and the appropriate Conservation Data Centre to obtain the most recent information on the wildlife species. Contact information for the above agencies / organizations is provided in the *Instructions for the Preparation of COSEWIC Status Reports*.

The contractor is required to contact the COSEWIC Secretariat at least two months before the deliverable due date of the draft reports (contact information is provided in the Instructions for preparing COSEWIC Status Reports) to obtain detailed instructions and ensure that methodologies and concepts are applied correctly and consistently in the preparation of wildlife species distribution maps and the calculations of extent of occurrence, area of occupancy, and index of area of occupancy. In addition, the contractor must submit to the COSEWIC Secretariat all survey data (wildlife species observation / localities, search effort) collected during fieldwork performed in the course of writing the status reports.

In 2005, COSEWIC initiated an effort to solicit community knowledge on species for which status reports are commissioned. COSEWIC may receive information on species from the Community Knowledge section of its website [http://www.cosewic.gc.ca/eng/sct6/sct6\\_7\\_e.cfm](http://www.cosewic.gc.ca/eng/sct6/sct6_7_e.cfm). Information obtained through this source, including additional contact names, will be forwarded to the contractor for consideration and incorporation into the status report.

It is the responsibility of contractors to include ATK relevant to the wildlife species status assessments. This will be facilitated through the ATK Subcommittee, which will also review any ATK gathered by the contractor. All holders of ATK contacted must be appropriately acknowledged. Contractors must contact the COSEWIC Secretariat ATK coordinator before commencing work on the status report. Contact information for the ATK coordinator and more information about gathering ATK are provided in the *Instructions for preparing COSEWIC Status Reports*.

Field verification of sites is required for the preparation of the report.

The report writer(s) will be required to: (1) do fieldwork to check whether the wildlife species as well as suitable habitat are still present at locations from which the wildlife species had been recorded previously, (2) check potential habitat in areas where the wildlife species may be expected, (3) estimate, if possible, the abundance of the wildlife species at each site visited by counting colonies or thalli, (4) include an appendix documenting the field work including detailed locality data on all sites visited (including sites visited but where the wildlife species was not found), and survey techniques, and (5) deposit at least one voucher specimen per extant locality in a recognized public herbarium, or, in the case where collecting specimens could further endanger a population, to provide photographic evidence if this can be obtained without undue disturbance.

Contractors verifying field sites are required to obtain permission from private landowners before accessing private land, and the Contractor shall provide evidence of such permission upon request from the Contracting Authority.

In order for COSEWIC to adequately assess the conservation status of a wildlife species, report writers are also asked to review carefully COSEWIC's assessment criteria, especially [Table 6](#). This provides the definitions associated with the various criteria that are used in assessing the status of a wildlife species. Report writers must have a good understanding of these definitions so as to present the population data as fully and clearly as possible.

The contractor will be required, if asked, to prepare for and participate in a teleconference with relevant experts and jurisdictions to assess threats to the species using a Threats Calculator. The contractor will assist the Co-chair as required in incorporating the results of this threats assessment into the Threats and Limiting Factors sections of the status report.

Once completed, the reports will be subjected to a review process. The Draft Reports, after receiving approval by the Departmental Representative, will be reviewed by the relevant SSC members, the ATK Subcommittee, the jurisdiction(s), relevant Wildlife Management Boards, recovery team co-chairs (as applicable) and any other external reviewers recommended by the SSC. Comments and suggestions will be forwarded to the report writer with instructions from the SSC Co-chair for changes that must be incorporated to produce the Provisional Reports. Another review of the reports will follow, and the report writer will be given specific instructions for modification of the reports to produce the Post-Provisional Reports based on comments from the review. At this point the contract is concluded. Following the COSEWIC assessment, a final document entitled COSEWIC Assessment and Status Report will be published on the SARA public registry (<http://www.sararegistry.gc.ca/>) and /or archived at the COSEWIC Secretariat.

COSEWIC status reports commissioned after May 2001, are "living documents". After the report is concluded, any subsequent updates to status reports will be prepared simply by adding new information to the existing report and, where appropriate, updating factual information. COSEWIC will be cited as the author on the report's cover page (ownership and copyright will rest with the Crown). Contractors who produce the initial status report or, in the future, who add information to the "living document" to produce an updated status report, will be acknowledged as having prepared the status report. Over time, the Acknowledgements will list the contributors (report writers) who have provided their expertise.

### **Schedule of Milestones and Deliverables**

A detailed proposed schedule of deliverables and payments must be included in the bid submission. The schedule for submitting deliverables will be finalized following negotiations between the successful bidder, the Mosses & Lichens Specialist Subcommittee Co-chair, and the COSEWIC Secretariat. For all payments, the deliverable must first be approved as acceptable by the Departmental Representative upon the recommendation of the Co-chair, COSEWIC Mosses & Lichens Specialist Subcommittee. If there are changes required prior to acceptance, the contractor will receive these within 2-8 weeks (lengthier review period will apply to draft and final reports) and will have 1 month to make the changes.

Key deliverables are provided below:

- a. A Field Work Summary Report for each species, submitted to and approved by the Departmental Representative that includes detailed locality data on all sites visited and a description of survey techniques
- b. A Draft Status Report for each species submitted to and approved by the Departmental Representative,
- c. A Provisional Status Report for each species, submitted to and approved by the Departmental Representative, that incorporates all changes pursuant to the review of the Draft Reports.
- d. A Post-Provisional Status report for each species, submitted to and approved by the Departmental Representative, that incorporates all changes pursuant to the review of the Provisional Status Reports.

All work must be submitted in electronic format.

## ANNEX B

### BASIS OF PAYMENT

#### Deliverables and Milestone Payments

Payment under this contract is subject to satisfactory completion of milestones and deliverables. The Contractor shall provide to the Departmental Representative reports and data (draft and final) as listed in the following deliverables table. The deliverables produced by the Contractor will be subject to review by the Departmental Representative or other designated persons. All work is to be performed to the satisfaction of Environmental and Climate change Canada. All work must be submitted in electronic format. Office and administration expenses are the responsibility of the Contractor.

Deliverable	Description	Date Required	Milestone Payment %
Deliverable #1	A Field Work Summary Report for each species, submitted to and approved by the Departmental Representative that includes detailed locality data on all sites visited and a description of survey techniques	31 Oct 2017	37.5
Deliverable #2	A Draft Status Report for each species submitted to and approved by the Departmental Representative	29 Dec 2017	42.5
Deliverable #3	A Provisional Status Report for each species, submitted to and approved by the Departmental Representative, that incorporates all changes pursuant to the review of the Draft Reports.	31 May 2018	12.5
Deliverable #4	A Post-Provisional Status report for each species, submitted to and approved by the Departmental Representative, that incorporates all changes pursuant to the review of the Provisional Status Reports.	28 Sept 2018	7.5
Total %			100

#### Project Cost

Total value of contract not to exceed \$40,000.00 (excluding GST/HST).