



Environment Canada
Environnement Canada

**RETURN BIDS TO:
RETOURNER LES PROPOSITION A:
Bid Receiving /
Réception des proposition**

annie.emard@canada.ca

**REQUEST FOR STANDING OFFER
DEMANDE DE L'OFFRE À COMMANDE**

Proposal to: Environment 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: Environnement Canada Nous offrons par la présente de vendre à Sa Majesté I 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 - Commentaries

**THIS DOCUMENT CONTAINS A
SECURITY REQUIREMENT**

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Telephone No. - no de téléphone:

Title-Sujet Bibliometric Services	
Solicitation No. – No. de l'invitation 5000025768	Date February 16, 2017
Client Reference No. - No. De Référence du Client To be determined	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time Zone on - le March 28 2017	
Financial Codes - Codes financiers TBD	
F.O.B. - F.A.B. Destination	
Address Inquiries to: - Adresser toute demande de renseignements à: Annie Emard 200 Sacre-Coeur Blvd., Gatineau, Quebec K1A 0H3 Email : annie.emard@canada.ca	
Telephone No. - No de téléphone (819) 938-3816	Fax No. – No de Fax: 819-938-3843
Destination of Goods and Services: Destinations des biens et services: National Capital Region (NCR)	
Instructions : See Herein Instructions : Voir aux présentes	
Delivery Required – Livraison exigée See Herein	Delivery Offered – Livraison proposée
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	



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PART 1 - GENERAL INFORMATION

1. Please refer to Annex A

2. Security Requirement

There is no security requirement associated with the requirement

3. Key Terms

Please refer to Annex A.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (SACC) issued by Public Services and Procurement Canada (PSPC). The Manual is available on the PSPC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2010-01-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO standing offer and resulting contract(s) as though expressly set out in the RFSO, the standing offer and the resulting contract(s).

1. wherever Public Services and Procurement Canada (PSPC) **revise** to read "Environment and Climate Change Canada (ECCC)";
2. under "General Information", **revise** paragraph one as follows:

"One method of supply used by Environment and Climate Change Canada (ECCC) is to arrange with suppliers to submit an offer to qualify for a Standing Offer to provide goods and services or both during a specified period, during which time internal clients within ECCC can then make call-ups against the Standing Offer(s) detailing the exact quantities of goods or level of services they wish to order at a particular time, during the effective period of the Standing Offer in accordance with the predetermined conditions."

3. At General Information, paragraph two, **delete** "...and to departments and agencies authorized to make call-ups...";
4. At "General Information", paragraph two, **delete** "Departments and agencies may make one or several call-ups..." and **insert** "ECCC may make one or several call-ups";
5. At Article 02, "Standard Instructions, Clauses and Conditions" **delete** 'Pursuant to the Department of Public Works and Government Services Act, S.C. 1996,c.6...';
6. At Article 04, "Submission of Offers", subparagraph 4, delete "Offers will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the RFSO. Insert"Offers will remain open for acceptance for a period of not less than 180 days from the closing date of the RFSO."
7. At Article 07, "Transmission by Facsimile", delete in its entirety. Fax bids will not be accepted.
8. At Article 19, "Further Information, delete the second paragraph in its entirety.



2. Submission of Offers

Offers must be submitted only to Environment and Climate Change Canada by the date, time and place indicated on page 1 of the Request for Standing Offers. ECCC will not assume responsibility for bids directed to any location other than that stated on page 1 of the RFSO.

ELECTRONIC TRANSMISSIONS OF BIDS ARE PERMITTED UNDER THE RFSO.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 days calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered. Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in Ontario

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer: one (1) soft copy
- Section II: Financial Offer: one (1) soft copy
- Section III: Certifications one (1) soft copy

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with C.2 of Annex "C" The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the offers

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

MANDATORY REQUIREMENTS

The following information must be provided and included as part of the Technical Offer. Mandatory Requirements will be evaluated on a pass/fail basis.

When addressing Mandatory Technical Criteria in the Bid, these are to be referenced as M1, M2, etc.

	MANDATORY CRITERIA	Met/Not Met
M1	At the time of response to this request, proposed resource designated as the Project Manager must have experience conducting and managing more than three (3) science and technology (S&T) evaluative/bibliometric studies on behalf of a large organization. For this purpose “large” is defined as having at least 250 employees and formally delineated lines of managerial authority.	
M2	At least one of the proposed resources must have significant expertise, combined with at least two (2) years of experience within the past ten (10) years, providing bibliometric analysis.	
M3	The team must include members who contribute relevant skills, such as: technical skills required for data mining, cleansing and manipulation; a university degree in the natural, health or social sciences; significant experience in quantitative and qualitative research methods; and, a comprehensive understanding of the research environment—both applied research and S&T policy.	
M4	The data source proposed by the Project Manager must be comprehensive, objective and deemed suitable for the task.	



1.1.2 Point Rated Technical Criteria

The following information must be provided and included as part of the Technical Offer. **Bids will be evaluated under the Point Rated Criteria in the order stated criteria appear below.**

<p>OBJECTIVES AND PURPOSE OF THE STUDY</p>	<p>R1. Does the bidder demonstrate an understanding of all objectives of the study</p> <p>An accurate understanding of all objectives is clearly demonstrated in detail</p> <p>An understanding the objectives or some of the objectives is demonstrated in some detail</p> <p>No sound understanding of the objectives is demonstrated</p>	<p>Max. 10 points (circle one)</p> <p>10</p> <p>5</p> <p>0</p>
<p>APPROACH AND METHODOLOGY</p>	<p>R2. Is the methodology properly defined for all tasks in the Statement of Work? Each task will be given a score from 0 to 3 (max 3 points per task).</p> <p><u>3 points:</u> The methodology clearly defines all tasks and addresses every point in the Statement of Work as well as the Proposal Requirements in great detail.</p> <p><u>2 points:</u> The methodology defines some tasks and addresses some of the points in the Statement of Work as well as the Proposal Requirements.</p> <p><u>1 point:</u> The methodology does not clearly define all tasks and addresses few of the points in the Statement of Work and Proposal Requirements.</p> <p><u>0 points:</u> The methodology does not meet any of the task requirements or any of the points in the Statement of Work and Proposal Requirements.</p> <p>Task 1: Data mining</p> <p>Task 2: Data analysis</p> <p>Task 3: Report</p>	<p>Max 9 points</p> <p>___/3</p> <p>___/3</p> <p>___/3</p>
<p>WORKPLAN</p>	<p>R3. Does the work plan identify milestones and how the contractor will achieve the objectives?</p>	<p>Max. 15 points (circle one)</p>



	<p>The proposal clearly assigns tasks and required timeframes to each team member. It also clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work. A clear plan has been considered to mitigate risks posed by data gaps or other challenges.</p> <p>The proposal clearly assigns tasks and required timeframes to each team member. The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work; a clear plan has been considered to mitigate risks posed by data gaps or other challenges.</p> <p>The proposal clearly assigns tasks and timeframes to each team member. The proposal is missing information related to milestones, timelines and deliverables for some of the requirements identified in the Statement of Work; a vague plan has been considered to mitigate risks posed by data gaps and other challenges.</p> <p>The proposal breaks down the time requirements for each member, but not per task. The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work; a vague plan has been considered to mitigate risks posed by data gaps or other challenges.</p> <p>The proposal states the team members, but does not assign time frames or tasks. The proposal is missing information related to the milestones, timelines and deliverables for many of the requirements identified in the Statement of Work; no plan has been considered to mitigate risks posed by data gaps or other challenges.</p> <p>The proposal is missing information related to the team members, milestones, timelines and deliverables for the requirements identified in the Statement of Work; a plan has not been considered to mitigate risks posed by data gaps or other challenges.</p>	<p>15</p> <p>12</p> <p>9</p> <p>6</p> <p>3</p> <p>0</p> <p>Max. 12 points</p>
<p>PROJECT MANAGER SKILL SET</p>	<p>R4. Does the Project Manager have the appropriate experience and skill set to manage projects of this</p>	



<p>TEAM MEMBER EXPERIENCE AND QUALIFICATIONS</p>	<p>nature? Experience must be clearly demonstrated according to instructions in the “Presentation of Project Experience” section of the Proposal Instructions.</p>	<p>___/8</p>
	<p>a) How many projects has the Project Manager led in the past 3 years in the following areas: scientometrics, bibliometrics, altmetrics?</p> <p>- (2 points per bibliometric study; 1 point per project falling in the areas of scientometrics or altmetrics for a maximum of 8 points)</p> <p>b) Does the Project Manager have experience in leading projects with data collection, analysis and interpretation?</p> <p>- (1 point per project for a maximum of 4 points)</p>	<p>___/4</p>
<p>MINIMUM OF 41 TOTAL POINTS REQUIRED</p>	<p>R5. Does the project team (excluding the project manager) have a balance of team members who have the experience required to meet the objectives of this project?</p> <p>Proof of experience must be according to the instructions in the “Presentation of Project Experience” section of the Proposal.</p>	<p>___/3</p>
	<p>a) Does the team have the technical skills required for data mining, cleansing and manipulation?</p> <p>- (1 point per project for a maximum of 3 points)</p> <p>b) Does the team have experience interpreting results and providing bibliometric analysis?</p> <p>- (1 point per project for a maximum of 3 points)</p> <p>c) Do team members have university degrees in the natural, health or social sciences</p> <p>- (1 point per project for a maximum of 3 points)</p>	<p>___/3</p>
<p>TOTAL</p>	<p>d) Does the team have a comprehensive understanding of the research environment— both applied research and S&T policy</p>	<p>___/3</p>
		<p>___/58 points</p>



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1.2 Financial Evaluation

1.2.1 – Point Rated Financial Criteria

For each category in which each resource’s services are proposed, each resource will be awarded up to 80 points for the price competitiveness of the professional fees that they propose in that category. Points are calculated as an inverse ratio to the lowest fees quoted by all technically compliant resources in a category, multiplied by 80 (see example below)

Example:

General

Resource A: Resource Average Per Diem Rate: \$1,100.00
 Resource B: Resource Average Per Diem Rate: \$1,250.00
 Resource C: Resource Average Per Diem Rate: \$1,450.00

Lowest Resource Average Per Diem rate of all technically compliant resources:
 \$1,100.00

Points allocated to price competitiveness only for **firms who met** the mandatory and technical criteria.

Resource A: $1,100/1,100 \times 80 = 80$
 Resource B: $1,100/1,250 \times 80 = 70.4$
 Resource C: $1,100/1,450 \times 80 = 60.6$

For the purposes of the above formula and for evaluation purposes, the “average per diem rate” shall be the average of all resources by adding all the per diem rates and dividing it by the number resources of for the initial period and the option years.

2. Basis of Selection

To be declared responsive, a resource must:

- (a) comply with all the requirements of the RFSO;
- (b) meet all mandatory technical evaluation requirements; and
- (c) obtain the minimum point rating for the point rated technical criteria.

Resources not meeting (a), (b) and (c) above will be declared non-compliant.



Formula:

In this formula, the Offeror's Technical Score is the number of points achieved (maximum 80) in the assessment of the rated requirements.

(SUGGESTED POINTS ONLY FOR CONSIDERATION):

$$\frac{\text{Offeror's Rated Score}}{\text{Highest Offeror's Rated Score}} \times 70 + \frac{\text{Lowest Offeror's Per Diem Rate}}{\text{Other Offeror's Per Diem Rate}} \times 30 =$$

Example: (technical merit **(70%)** and price **(30%)**)

Description	Offeror A	Offeror B	Offeror C
Offeror Technical Points Received	80	70.4	60.6
Offeror Proposed Per Diem Rate	\$1,100.00	\$1,250.00	\$1,450.00

Final Evaluation Score Calculation:

Offeror	Points for Technical Score	Points for Per Diem Rate	Total Points
Offeror A	$(80/80) \times 70 = \mathbf{70,0}$	$(1\ 100,00/1\ 100,00) \times 30 = \mathbf{30,00}$	100
Offeror B	$(70.4/80) \times 70 = \mathbf{61.6}$	$(1\ 100,00/1\ 250,00) \times 30 = \mathbf{26,4}$	88
Offeror C	$(60.6/80) \times 70 = \mathbf{53,0}$	$(1\ 100,00/1\ 450,00) \times 30 = \mathbf{22,8}$	75,8

In this example, **Offeror A** will be given the **first right of refusal**.

The Offerors will be ranked in order of Total Points received. ECCC reserves the right to issue up to four (4) Standing Offers in result of this RFSO.

In the event identical scores are present, the rank and final selection will be based on the following

1. The resource clearly demonstrates the greatest number of years' experience in delivering bibliometric analysis
2. The resource possesses experience providing bibliometric services to Canadian federal government departments and agencies



3. Security Requirement

There is no security requirement associated with the requirement

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications attached at Annex “D” to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify the Offerors’ compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Certifications Precedent to Issuance of a Standing Offer

The certifications listed at Annex “D” should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirements within that time period will render the offer non-responsive.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex “A”.

2. Security Requirement

There is no security requirement associated with the requirement

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Services and Procurement Canada (PSPC). The Manual is available on the PSPC Website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3.1 General Conditions

General Conditions – Standing Offers – Goods or Services Number 2005 (2010-01-10) **apply** to the Standing Offer and Call-Up, subject to any other express terms and conditions contained in these documents **AND SUBJECT TO THE FOLLOWING REVISIONS:**

1. wherever “Public Services and Procurement Canada (PSPC). appears in the document **revise** to read “Environment and Climate Change Canada (ECCCC)”;



2. At Article 2005 03, "Standard Conditions and Clauses", **delete** "Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c.16...";
3. At Article 2005 05, "Call-Ups", **revise** to read: 'Call-Up procedures and payment for Call-Ups will be as detailed in the ECCC Standing Offer document.'

3.2 Standing Offers Reporting

Upon receipt of a signed call-up and initiation of the work, the Offeror shall work closely with ECCC' team, and submit status reports as specified in the call-up. The Offeror shall schedule regular meetings with ECCC, and key stakeholders as required.

4. Term of Standing Offer

4.1 Period of Standing Offer

The period for making call-ups against the Standing Offer is from the date of issuance of Standing Offer for a period of one (1) year, ending March 31st, 2018.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to an additional four (4) one (1) year option years under the same conditions and at the per diem rates specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority for the Standing Offer is:

Annie Emard
Procurement Officer
200 Sacre-Cœur Blvd.,
Gatineau, Quebec
Phone: 819-938-9036
Fax: 819-938-3843
annie.emard@Canada.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Technical Authority (*To be disclosed at Standing Offer award*)

The Technical Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Technical Authority is the representative of the client for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.



5.3 Offeror' Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail Address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Environment and Climate Change Canada

7. Call-up Procedures

For the duration of the resulting Standing Offers, including the option years, ECCC shall issue call-ups on the basis of right of first refusal.

When a requirement is identified, the authorized call-up authority shall approach the Offeror of the highest ranked standing offer to determine if the requirement can be satisfied by that Offeror. If the highest ranked Offeror is able to meet the requirement, the call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the authorized call-up authority will approach the Offeror of the next ranked SO. The authorized call-up authority will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the 'right of first refusal' basis. Where the highest ranked Offeror is unable to fulfill the need, the authorized call-up authority is required to document his/her file appropriately.

For each individual work requirement, the Project Authority will provide a detailed description of the services required, as described in Annex C1 – 'Statement of Work'. The Offeror(s) will identify proposed resources and provide ECCC with a deliverables-based work plan and professional fees rate for each proposed individual. Such fees shall in no event exceed those stipulated within Annex I – 'Basis of Payment' herein.

No costs incurred before receipt of a signed call-up from the Contracting Authority can be charged to ECCC.

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form ***PSPC-TPSGC 942, "Call-up Against a Standing Offer"***

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$35,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call-ups against any Standing Offer over 5 years, which includes the initial two year period and the three option years, if exercised, must not exceed the sum of



\$ 250,000.00 (Goods and Services Tax or Harmonized Sales Tax included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the General Conditions 2005 (2016-04-04),
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2005/13>
- d) the General Conditions - Standing Offers - Goods or Services
- e) the General Conditions 2035 (2016-04-04)
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/16>
- f) Annex "A" – Statement of Work
- g) Annex "C" – Basis of Payment
- h) the Offeror's offer dated _____

In the event of any discrepancy between the English and French versions of the RFSO, the English version shall prevail.

12. Certifications

12.1 Compliance

Compliance with the Certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the entire period of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or that it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, the Standing Offer Authority has the right to terminate any resulting contract for default and set aside the Standing Offer.

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work *OR* Requirement

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions



2.1 General Conditions

2035 02 (2016-04-04) General Conditions - Services, apply to and form part of the Contract.

2.2 Standard Acquisitions Clauses and Conditions Manual Clauses

The following terms, conditions and clauses set out hereunder by title, number and date (located in the *SACC Manual* at PSPC Website <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) shall form part of any Call-Up; **for purposes of the Standing Offer, where reference is made to Public Services and Procurement Canada (PSPC), in any of the terms, conditions and clauses, it shall be read as “Environment and Climate Change Canada (ECCC)”**

Canada to Own Intellectual Property Rights in Foreground Information- #4007 dated 2008-05-12,

3. Term of Contract

3.1 Period of Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

In consideration of the Offeror satisfactorily completing all of its obligations under any resulting call-up issued against the Standing Offers, the Offeror shall be paid the firm all-inclusive professional fees stipulated in Annex C – ‘Basis of Payment’ for any call-ups awarded.

4.2 Limitation of Expenditure

No increase in the total liability of ECCC or in the price of the work resulting from any design changes, modifications or interpretations of the specifications, made by the Offeror, will be authorized or paid to the Offeror unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation in the Work. The Offeror shall not be obliged to perform any work or provide any service that would cause the total liability of ECCC to be exceeded, unless an increase is authorized by the Contracting Authority

4.3 Method of Payment

Payment for each call-up issued shall be made not more frequently than once a month, upon submission of an invoice acceptable to the Project Authority specified herein. The invoice must define time in hours actually spent and activities actually performed for all the authorized resources working on the project.

1. Payment by Canada for the work shall be made in accordance with the Basis of Payment specified herein:
 - a) within thirty (30) days following the date on which the work has been performed;or
 - b) within thirty (30) days following the date on which an invoice and substantiating documentation are received according to the terms of the Standing Offer;

whichever is later.



2. If Canada has any objection to the form of the invoice or the substantiating documentation, within fifteen (15) days of its receipt, Canada shall notify the Offeror of the nature of the objection. "Form of the invoice" means an invoice that contains or is accompanied by such substantiating documentation as Canada requires. Failure by Canada to act within fifteen (15) days will only result in the date specified in paragraph 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts

5. Invoicing Instructions

It is a condition precedent to the obligation to pay any amount under contract resulting from a standing offer call-up that the Offeror prepare and submit an invoice (quoting the contract number) that sets out the total number of days during which the individual(s) proposed by the Offeror were engaged in performing the requisite work during the period immediately preceding the date of the invoice.

An invoice must be submitted as stipulated in the call up. Payment will only be made on receipt of a satisfactory invoice duly supported by specific release documents and other documents called for under the contract. Invoices must be submitted on the Contractor's own invoice form and forwarded to the contracting authority.

The Contractor shall, on their invoices, clearly indicate the hours/days worked and a description of the work performed.

- (a) the contract serial number;
- (b) the date the invoice was submitted and the period covered by the invoice;
- (c) the name and address of the Offeror;
- (d) the number of days worked by the individual(s) named in the contract;
- (e) deliverable and/or description of the work performed by the individual(s); and,
- (f) the amount of the invoice (with the GST/HST as a separate item).

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by Environment and Climate Change Canada under applicable services Call-up against a Standing Offers (including Call-up against a Standing Offers involving a mix of goods and services) must be reported on a T4-A supplementary slip. To enable the Environment and Climate Change Canada to comply with this requirement, Offerors are required to provide the following information with each invoice:

- (a) the legal name of the entity, i.e. the name associated with Business Number (BN), as well as the address and postal code;
- (b) the status of the Offeror, i.e. unincorporated business, corporation or partnership;
- (c) for unincorporated businesses, the Offeror's Social Insurance Number (SIN), or if applicable, the GST/HST number;
- (d) for corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown; and,
- (e) the following certification signed by the Offeror or an authorized officer:

"I certify that I have examined the information provided herein, including the legal name, address, and Canada Revenue Agency identifier, (c) or (d) as applicable, and that it is correct and complete, and fully discloses the identification of this Offeror."



6 SUITABILITY OF SERVICES - RIGHTS OF ECCC

All services rendered may be evaluated within a reasonable time from commencement of the Contract on the basis of quality and adherence to ECCC's schedule and standards. Personnel assigned must be capable of performing the work at a level of competence deemed acceptable by ECCC.

Should personnel be found unsuitable to perform the services, and upon written advice from ECCC through the Contracting Authority, the Contractor will implement suitable corrective action upon receiving written notice by the Contracting Authority. Any costs associated with individual replacement shall be to the Contractor's own account.

ECCC has the right to reject any resource or work submitted that could result in potential embarrassment to ECCC, such as, where the past conduct of the resource(s) is (are) incompatible, **in the opinion of the ECCC**, with the subject matter of the training or the work performed, as described in the Statement of Work. ECCC also has the right to terminate, if necessary, any contract in which the work is performed by any individual who, **in the opinion of the ECCC**, is incompetent or has been conducting himself/herself improperly.

7 INTELLECTUAL PROPERTY (IP)

The contractor will own the foreground intellectual property arising from work under this contract subject to providing an acceptable license back to the Crown.



ANNEX "A"

STATEMENT OF WORK (SOW)

PURPOSE

The purpose of this Statement of Work (SOW) is to specify the services, activities and deliverables to be performed by Standing Offer Holders and Qualified Resources to satisfy the requirements of Call-Ups issued against a Standing Offer awarded pursuant to this RFSO.

DEFINITIONS:

The following definitions apply to this RFSO:

Call-Up Against Standing Offer or Call-Up A resulting contract issued to a Standing Offer Holder for the services of a Qualified Resource, in accordance with the terms of the Standing Offer, which represents the contractual agreement between the Contractor and ECCC.

Contractor includes Qualified Resources and Standing Offer Holders

ECCC Environment and Climate Change Canada.

National Capital Region comprised of Ottawa-Gatineau and surrounding area, as defined in the *National Capital Act*.

Offer The document submitted by an Offeror in response to this RFSO.

Offeror The legal entity (individual, partnership or corporation) submitting an Offer in response to this RFSO.

Per Diem Rate Rate of payment for each completed day of work.

Qualified Resource A resource (individual) proposed in an Offer who has successfully complied with all evaluation criteria in the RFSO and with respect to whom a Standing Offer has been issued.

Request for Standing Offer (RFSO) This competitive solicitation used to qualify and select the resources that may be called up to provide services to ECCC in accordance with the terms set out herein.

Standing Offer (SO) Document which establishes a procurement framework with a Standing Offer Holder to permit the expeditious processing of legally binding contracts (Call-Up) for the provision of defined services by a Qualified Resource. The SO establishes the terms and conditions which will apply to any Call-Up.

Standing Offer Holder Legal entity (individual, partnership or corporation) to which a Standing Offer has been issued for one or more Qualified Resources.

Statement of Work (SOW) The document (Appendix 'A' to this RFSO) which defines the services to be performed by a Contractor under this RFSO.

Technical Authority The ECCC manager or responsible for managing a program area or project for which a Call-Up has been issued.



Environment and Climate Change Canada

I. MANDATORY REQUIREMENTS

Proposals that do not meet the qualification requirements will not be considered for evaluation.

Qualification Requirements:

The proposed resource designated as the Project Manager must have experience conducting and managing more than three (3) science and technology (S&T) evaluative/bibliometric studies on behalf of a large organization; ideally, a Canadian government organization.

At least one proposed team member must have significant expertise, combined with at least two years of experience, providing bibliometric analysis.

The team should include members who contribute relevant skills, such as: technical skills required for data mining, cleansing and manipulation; a university degree in the natural, health or social sciences; significant experience in quantitative and qualitative research methods; and, a comprehensive understanding of the research environment—both applied research and S&T policy.

Proof of credentials must be provided upon request.

Firms must provide evidence of expertise in S&T performance evaluation, by providing information on previous projects involving the production of bibliometric studies of science-based programs on a wide variety of subjects in the last five years. It will be considered an asset if this includes producing assessments of the federal government's science-based activities. In the information that is provided on previously conducted bibliometric projects, indicate what performance indicators were computed; e.g., number of publications, average relative impact factor (ARIF), average of relative citations (ARC), national and international collaboration index, citation index at the levels of researchers, institutions, regions, countries and international entities, etc.

Proposal Requirements:

Both data source and methodology must be deemed the most appropriate and effective in fulfilling the objectives of the contract.

The Project Proposal must be consistent with the Terms of Reference and demonstrate an understanding of the requirements of the study and the approach taken to achieve the contract objectives. The proposal should be original in wording with minimal quotes or paraphrases from the Terms of Reference.

The proposal must include the information required to evaluate the bid. The following items must be included:

1. Clear indications that the Contractor understands the study's objectives and scope
2. Identification of the data source(s) used to provide the analysis
3. Description of the proposed methodology

The description may include (but is not limited to):

- Approach for collecting, screening, and analysing data



- Approach for identifying and filling data gaps
- Approach for selecting bibliographic indicators

4. Work plan

The work plan must include:

- The name and responsibilities of each team member
- Brief description of each team member's expertise related to each assigned project task and their responsibilities
- A breakdown of each project task and sub-task including timelines and team member responsibilities for completing each task
- The total time commitment per team member for each task

5. Presentation of the Project Manager's and team members' project experience

To be awarded points, the project manager and team members' projects or studies must have been completed within the last three (3) years. The description of projects or studies used in Appendix A (section R4, and R5 of the Point-Rated Criteria) should not be more than one (1) page in length, and must at least include the following information:

- Project title, client name and sector (e.g., federal government, provincial/territorial government, business)
- start and finish dates
- summary of the project; including nature of services provided, methodologies and approaches employed
- Name of contact who may be contacted as a reference

6. Financial proposal

The financial proposal must be submitted as per the Offer of Service.

Confidentiality Requirements:

It is understood and agreed that the Contractor shall, during and after the effective period of the ensuing contract, treat as confidential and not divulge, unless authorized in writing by the Departmental Representative or his/her delegate, any information obtained in the course of the performance of the ensuing contract.

Subject to the *Access to Information Act*, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it uses to protect its own confidential information of similar nature. Any failure of the Contractor to respect the confidentiality obligations is a default of the Contractor for which the Minister may terminate the contract.



II. BACKGROUND

The Science and Technology Branch's (STB) Science and Technology Strategies Directorate (STSD) relies extensively on bibliometrics to measure the Department's research and development (R&D) performance, both nationally and internationally, based on various indicators (number of publications, impact factor, specialization index, etc.).

Although STSD possesses some in-house capacity to perform bibliometric analysis, at least one contract is issued each year for comprehensive bibliometric studies to analyze ECCC's contribution to and rank within the field of peer-reviewed environmental science publication in Canada and around the world. In addition to these broad studies, contracts are also let to analyze ECCC's performance based on a particular theme within environmental science (e.g., climate change), a geographic location (e.g., the Arctic), or a condition (e.g., open access).

III. PURPOSE

The contract covers the planning of the bibliometric study, the collection and analysis of data, as well as the production of a report by the contractor. The objective of each contract is to provide ECCC with up-to-date, accurate, reliable and cost-effective data and analysis, as an integral part of its ongoing work in managing its S&T, including planning, reporting and program delivery. Contracts are not evaluative, but rather descriptive, and aim to provide a comprehensive picture of the state of ECCC's science.

IV. OBJECTIVES

The study completed by the Contractor must achieve the following:

By examining all scientific articles authored or co-authored ECCC employees that match a specified criteria or criterion (e.g., published during a certain time period; on a particular theme; relative to a location; matching an identified condition), supply data and analysis that will answer specific questions that may include (but are not limited to):

- What is ECCC's rank nationally and internationally for number of publications, and how has this rank improved or declined over time?
- How often are ECCC publications cited in the scientific literature and how does this compare to the world average?
- To what extent does ECCC collaborate internationally with other leading environmental research institutions?
- What subject areas do the research journals ECCC publishes in focus on? What proportion do we publish in each area of focus?
- What is ECCC's rank among the world's top publishers of articles in environmental science journals and how has it changed over time?
- How often, per year, are ECCC's scientific publications cited within peer-reviewed journals?
- What is the impact factor of the journals where ECCC publishes, and how does it compare to the world average?

V. STATEMENT OF WORK

In order to provide ECCC with data and analysis that will assist with ongoing work in managing its S&T performance, the Contractor must complete all tasks described below and provide the results and outcomes of this research to the Departmental Representative in the form of a written report.



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

Task 1 – Data mining

Using methodology described in the Project Proposal, the Contractor will extract and collect reliable information from the data source(s), relevant in performing the subsequent analysis.

Task 2 – Data analysis

Once useful information is extracted, identify/develop bibliometric indicators to act as proxies to answer the specific questions posed in the contract. Synthesize and analyze the data to derive metrics, trends and insights on science performance at ECCC.

Deliverable 1: MS Excel workbook(s) presenting all of the statistics in tables and figures

Task 3 – Report

Present a written report of the results of the data analysis that provides relevant and objective findings and clear conclusions that will support decision-making by ECCC management. In addition to being written in a style suitable for this audience, the report must be of highest level of quality, when it comes to both the analytic and visual elements.

Deliverable 2: Written report in a style and length outlined in the contract

VI. LOCATION AND LANGUAGE OF WORK

The work will be carried out from the contractor's quarters. The deliverables will be provided in English.

VII. ACCEPTANCE OF DELIVERABLES

All deliverables produced by the Contractor will be subject to review by the Departmental Representative. All work is to be performed in accordance to recognized industry or academic standards and to the satisfaction of the Departmental Representative.

VIII. SECURITY

When the work is carried out from the Contractor's quarters, there are no discernible Security Requirements in the contract.

Contractor resources shall be escorted while at the Fontaine Building, 200 Sacré-Cœur Blvd., Gatineau, Quebec. Should circumstances arise whereby the resource is unescorted, then they shall comply with ECCC and Government of Canada security policy.

If deemed necessary, the Contractor is responsible for obtaining and completing any and all needed applications for a Reliability Status for their resources through the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). The Contractor is responsible for any expenses that are incurred as a result.

IX. SCHEDULE OF PAYMENTS

Payment in full will be issued upon satisfactory receipt and approval of all deliverables.



X. INTELLECTUAL PROPERTY

The contractor will own the foreground intellectual property arising from work under this contract subject to providing an acceptable license back to the Crown.

XI. DEPARTMENTAL RESPONSIBILITIES

When required by the methodology of the study, ECCC will supply data on organizational units (directorates, branches), the names of ECCC authors who author/co-author S&T publications and their institutional addresses, and other departmental information deemed necessary to meet the study objectives.



ANNEX “B”

FINANCIAL OFFER (Basis of Payment)

(Financial information provided in this Annex by the Offeror will constitute the Basis of Payment of any Standing Offer awarded to the Offeror)

NAME OF OFFEROR: _____

B.1 PRICE

Prices must be in Canadian currency, Free on Board (FOB) Ottawa, Ontario, Canada, with Canadian customs duties and excise taxes as applicable INCLUDED, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, EXCLUDED.

For foreign-based Offerors, prices must be in Canadian currency, FOB Ottawa, Ontario, Canada, and EXCLUDE Canadian customs duties, excise taxes and GST or HST, as applicable. Canadian customs duties and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-based Offerors.

No payment will be made for costs incurred in the preparation and submission of an offer in response to this RFSO. Costs associated with preparing and submitting an offer as well as any costs incurred by the Offeror associated with the evaluation of the Offer, are the sole responsibility of the Offeror.

B.2 FIRM PER DIEM RATES

Offerors shall propose their prices as firm per diem rates, inclusive of administrative expenses, preparation costs, etc., for the initial one-year period and the four option years in response to this RFSO using the grid below. The firm per diem rates should not include GST/HST, or Travel and Living Expenses as specified in C.3.

A separate grid must be submitted for each proposed resource.

CATEGORY RESOURCE	FIRM PER DIEM RATE				
	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Senior Analyst	\$	\$	\$	\$	\$
Analyst	\$	\$	\$	\$	\$
Project Manager	\$	\$	\$	\$	\$
Other. Specify: _____	\$	\$	\$	\$	\$

The level of effort for each engagement will be specified in any Call-Up, subject to the Call-Up procedures detailed in the Standing Offer.

Rates cannot be modified after the closing date of the RFSO. In case of error, the Offeror (Standing Offer Holder) shall have the option to confirm the above rates or withdraw the affected resource from its Standing Offer.



In the event that the resource named herein is replaced in accordance with the “Replacement of Personnel” clause of this RFSO, the firm per diem rate for the replacement resource shall not exceed the rate provided by the Offeror for the stated periods, subject to the Call-Up Procedures in the Standing Offer.

B3 Travel and living expenses:

- Expenses will be reimbursed only for pre-approved delivery services taking place outside of the NCR. No travel time costs will be reimbursed as a result of any travel outside the NCR.

The Offeror hereby certifies and agrees to all Terms and Conditions of this Financial Offer:

Offeror: _____

Authorized Representative: _____

Signature: _____

Date: _____



ANNEX "C"

CERTIFICATIONS TO BE INCLUDED WITH THE TECHNICAL BID

Offerors MUST meet the requirements of the following certifications and complete/sign/date where appropriate to certify their compliance. See also Part 5 of this RFSO - "Certifications "

C.1 CERTIFICATION OF EDUCATION/EXPERIENCE

The Offeror 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 Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual proposed by the Offeror for the requirement are capable of satisfactorily performing the Work described in the resulting Contract.

Signature of Authorized Company Official

Date

C.2 STATUS AND AVAILABILITY OF RESOURCES

The Offeror 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 ECCC's representatives and at the time specified in the bid solicitation or agreed to with ECCC's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its bid, the Offeror may propose a substitute with similar qualifications and experience. The Offeror 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 Offeror: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 ECCC. The Offeror must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

Signature of Authorized Company Official

Date

C.3 Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:



- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made up of former public servants; or
- (d) 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 Public Service.

"pension" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S., 1985, c. P-36, as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above?

YES () NO ()

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES () NO ()**

If so, the Offeror 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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

C.4 JOINT VENTURE

A Joint Venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, *sometimes referred as a consortium*, to submit an offer together on a requirement. Offerors who submit bid as a Joint Venture must indicate clearly that this is a joint venture and provide the following information. (If the information contained in the bid is not clear, the Offeror must provide the information on request from the RFSO Authority.)



The Offeror represents that the offering entity **is** / **is not** (*circle as applicable*) a Joint Venture.

A Offeror that **is** a Joint Venture must provide the following additional information:

1. **Composition of Joint Venture:** (names and addresses of **all** members of the joint venture and the Procurement Business Number (PBN) of each member of the joint venture):

a.		PBN:	
b.		PBN:	
c.		PBN:	
d.		PBN:	

2. **The name of the representative of the Joint Venture, i.e., the member chosen by the other members to act on their behalf, if applicable:**

3. **The name of the Joint Venture, if applicable:**

4. **Type of Joint Venture** (*mark applicable choice*):

<input type="checkbox"/> incorporated joint venture	<input type="checkbox"/> partnership joint venture
<input type="checkbox"/> limited partnership joint venture	<input type="checkbox"/> contractual joint venture
<input type="checkbox"/> other	

The bid and any resulting contract must be signed by all the members of the joint venture **unless** one member has been appointed to act on behalf of all members of the Joint Venture. The Contracting Authority may, at any time, require each member of the Joint Venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid and the contract. If a contract is issued to a Joint Venture, all members of the Joint Venture will be jointly and severally or solidarily liable for the performance of the contract.

Signature of all Parties (*if a Joint Venture applies*):

Date : _____

Signature of Offeror (*if a Joint Venture does not apply*): _____

Date: _____



C.5 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

Federal Contractors Program for Employment Equity - over \$200,000

1. The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Offeror is subject to the FCP-EE, evidence of its commitment must be provided before the award of the Contract. Suppliers who have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction of their workforce. Any bid from ineligible contractors will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP-EE, the Offeror must fax (819-953- 8768) a copy of the signed form [LAB 1168](#), Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC. The form can be found on the following Service Canada Website: <http://www.servicecanada.gc.ca/fi-if/index.jsp?app=prfl&frm=lab1168&dept=sc&lang=e>

3. The Offeror certifies its status with the FCP-EE, as follows:

The Offeror

(a) () is not subject to the FCP-EE, having a workforce of less than 100 permanent full or part-time employees in Canada,

(b) () is not subject to the FCP-EE, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c.44;

(c) () is subject to the requirements of the FCP-EE, having a workforce of 100 or more permanent full or part time employees in Canada, but has not previously obtained a certificate number from HRSDC, (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) () is subject to the FCP-EE, and has a valid certificate number as follows: _____ (e.g. has not been declared ineligible contractor by HRSDC).

Signature of Authorized Company Official

Date:

Further information on the FCP-EE is available on the following HRSDC Website: <https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>



Annex D Integrity Check For

Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la Politique d'inadmissibilité et de suspension ainsi que le Code de conduite pour l'approvisionnement. / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and Ineligibility and Suspension Policy as well as the Code of Conduct for Procurement.

Selon la Politique d'inadmissibilité et de suspension de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.¹ / In accordance with the PWGSC (now PSPC) Ineligibility and Suspension Policy, the following information is to be provided when bidding or contracting.¹

* Informations obligatoires / Mandatory Information

*Dénomination complète de l'entreprise / Complete Legal Name of Company		
*Nom commercial / Operating Name		
*Adresse de l'entreprise / Company's address	*Type d'entreprise / Type of Ownership	
	<input type="checkbox"/> Individuel / Individual <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Coentreprise / Joint Venture	
*Membres du conseil d'administration² / Board of Directors² (Ou mettre la liste en pièce-jointe / Or provide the list as an attachment)		
Prénom / First name	Nom / Last Name	Position (si applicable) / Position (if applicable)

¹ **Liste des noms :** Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

List of names: All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

² Conseil des gouverneurs / Board of Governors; Conseil de direction / Board of Managers; Conseil de régents / Board of Regents; Conseil de fiducie / Board of Trustees; Comité de réception / Board of Visitors

