





## **NOTICE TO BIDDERS**

A Supply Arrangement (SA) is a method of supply used by Natural Resources Canada (NRCan) to procure goods and services.

An SA is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of an SA.

An SA is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing a SA alone. The intent of an SA is to establish a framework to permit expeditious processing of "individual bid solicitations" which result in legally binding contracts for the goods and services described in those bid solicitations.



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist and Reporting.

The Appendixes include the Evaluation Criteria and the Ceiling Price Form.

### **1.2 Summary**

By means of the RFSA, NRCan is seeking proposals from bidders to seek professional services for the recommissioning of federal buildings, as part of the Federal Sustainable Development Strategy (FSDS) for a period of four (4) years in the Atlantic regions.

Mandates may be associated with single or multiple buildings and involve one or more of the following activities:

- a. Initial pre-screening analysis to help target buildings with the greatest potential for GHG-emissions reductions in building inventories;
- b. The recommissioning mandate itself, in three steps:
  - i. Analyses to help target opportunities for improvement;
  - ii. Implementation of selected improvements to generate GHG-emissions reductions;
  - iii. Skills and knowledge transfer to building operations staff to ensure that the improvements are instituted;



- c. Persistence services to further ensure the sustainability of acquired knowledge in the medium term.

There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, Suppliers should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website."

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

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.

The Supply Arrangement will be in effect until March 31, 2020.

The value of each contract from the Supply Arrangement will be typically between \$ 25,000.00 and \$50,000.00.

## How Does a Supply Arrangement (SA) Work?

### The Two Phase Procurement Process

**Phase 1** - is the action, by Natural Resources Canada, of soliciting offers from Contractors to provide Services. NRCan intends to issue Supply Arrangements (SAs) to those whose offers meet all the Mandatory Requirements and Conditions Precedent to the Issuance of the Supply Arrangements.

**Phase 2** - is the action, by Designated Representatives, of tendering for specific projects on an as-and-when-requested basis. Designated Representatives shall only request a quote from the Contractors who have received Supply Arrangements through Phase 1.

The representative will issue an "Invitation to Tender" (ITT) to SA Holders who must submit their tenders according to the instructions in each ITT. The tenders will be evaluated by client, according to the method stated in the ITT. The successful bidder will be awarded a contract (Call-up).

Each call-up awarded will incorporate by reference, all the terms and conditions set out in the Supply Arrangement.

### 1.3 Security Requirements

1. Before issuance of a supply arrangement, the following conditions must be met:

- (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;



- (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A - Supply Arrangement;
- (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

#### **1.4 Debriefings**

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.



## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2016-04-04) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2:** **Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:** delete completely
- **Under Subsection 2 of Section 19:** delete completely
- **Subsection 5.4:** Delete: 60 days and Insert: 120 days

### 2.2 Submission of Arrangements

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

[NRCan.quebec\\_bid\\_soumission-quebec\\_bid\\_soumission.RNCan@canada.ca](mailto:NRCan.quebec_bid_soumission-quebec_bid_soumission.RNCan@canada.ca)

#### **IMPORTANT**

It is requested that you write the following information in “Subject” of the e-mail:

[NRCan-5000030814 - Professional Federal Building Recommissioning Services - Atlantic](#)

The address above is reserved for the submission of your proposal. No other communication should be sent to that address.

**Due to the nature of the bid solicitation, bids transmitted by mail or facsimile to NRCan will not be accepted.**

**NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

### 2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid





solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## **2.4 Federal Contractors Program for Employment Equity - Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

## **2.5 Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than five (5) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

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

## **2.6 Applicable Laws**

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the supplier's business place.

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



## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1 Arrangement Preparation Instructions**

Canada requests that Suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 electronic copy)

Section II: Financial Arrangement (1 electronic copy)

Section III: Certifications (1 electronic copy)

Canada requests that Suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

#### **Section I: Technical Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Arrangement**

The Supplier is required to submit ceiling prices, rates or both that will apply for the term of the Supply Arrangement.

Suppliers must submit the financial arrangement in accordance with the Appendix 2 – Ceiling Price. The total amount of Applicable Taxes must be shown separately.

a) Suppliers must submit ceiling prices for all proposed professionals descriptions.

Prices must meet the following conditions:

- i) be unit ceiling prices;
- ii) be expressed in Canadian dollars;
- iii) exclude Goods and Services Tax (GST) or Harmonized Sales Tax (HST);
- iv) be for a period not exceeding one year.

#### **Section III: Certifications**

Suppliers must submit the certifications and additional information required under Part 5.



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

### **4.1 Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Mandatory technical evaluation criteria are included in Appendix 1 – Evaluation Criteria.

##### **4.1.1.2 Point Rated Technical Criteria**

Point rated technical evaluation criteria are included in Appendix 1 – Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

Mandatory financial evaluation criteria are included in Appendix 2 – Ceiling Price.

### **4.2 Basis of Selection**

A Supply Arrangement must meet the requirements of the Request For Supply Arrangement in respect of procurement and evaluation of all criteria for the evaluation of mandatory and rated technical criteria and meet the requirements set out in Annex A - Statement of Work

#### **4.2.1 Minimum Point Rating**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 60 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 350 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.



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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### 5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide with its arrangement the required documentation, as applicable), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the arrangement non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the 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;
- Suppliers that are a partnership do not need to provide a list of names.



Name of Supplier: \_\_\_\_\_

Name of each member of the joint venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_

Member 3: \_\_\_\_\_

Member 4: \_\_\_\_\_

Identification of the directors / owners:

NAME	FIRST NAME	TITLE

**5.2.2 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.

**5.2.3 Education and Experience**

The Supplier certifies that all the information provided in the résumés and supporting material submitted with the arrangement, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Supplier to be true and accurate.



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#### 5.2.4 Aboriginal Designation

Who is eligible?

- a. An Aboriginal business, which can be:
  - i. a band as defined by the Indian Act
  - ii. a sole proprietorship
  - iii. a limited company
  - iv. a co-operative
  - v. a partnership
  - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The supplier must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

Our Company is NOT an Aboriginal Firm

Our Company is an Aboriginal Firm, as identified above. The bidder must complete the certificate from the appropriate clause below:



## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

#### 6.2 Security Requirements

6.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Supply Arrangement.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening** (DOS), issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada** (PWGSC).

2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD/PWGSC, the Contractor/ personnel **MAY NOT HAVE ACCESS** to **PROTECTED** information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.

3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/**PWGSC**.

5. The Contractor/Offeror must comply with the provisions of the:

(a) Security Requirements Check List and security guide (if applicable), attached at Annex C;

(b) *Industrial Security Manual* (Latest Edition).

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

2020 (2016-04-04) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.



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- **In the article 01: Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.”

### 6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

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

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly reporting periods are defined as follows:

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

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

## 6.4 Term of Supply Arrangement

### 6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from the SA start date to March 31, 2020.

### 6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

### 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Supply Arrangement.

## 6.5 Authorities

### 6.5.1 Supply Arrangement Authority





The Supply Arrangement Authority is:

France Bolduc  
Procurement Specialist  
Natural Resources Canada  
1055, rue Du P.E.P.S., C.P. 10380  
Quebec, QC G1V 4C7  
418 648-5043  
[france.bolduc@canada.ca](mailto:france.bolduc@canada.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

#### **6.5.2 Supplier's Representative \*\*\*\* to be fill in by the supplier\*\*\*\***

Name :  
Title :  
Address :  
Téléphone :  
Email :

#### **6.6 Identified Users**

The Identified User is:

Dominic Turgeon  
Natural Resources Canada  
CanmetENERGY  
1615 Lionel-Boulet Blvd.  
Varenes, QC J3X 1S6

#### **6.7 On-going Opportunity for Qualification**

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

#### **6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2016-04-04), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A – Statement of Work;
- (d) Annex B – Ceiling Price
- (e) Annex C - Security Requirements Check List form
- (f) Annex D - Reports



(g) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*)

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

### **6.10 Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province as specified by the Supplier in the arrangement, if applicable*).

### **6.11 Suspension or Cancellation of Qualification by Canada**

In addition to section 09 of general conditions 2020, the Canada may, by submitting a written notice to the supplier, suspend or cancel the Supply Arrangement where the supplier has made public any information contrary to the terms and conditions, price or availability of the systems referred to in this SA, Or the supplier is not fulfilling any of its obligations under this SA.

## **B. BID SOLICITATION**

### **6.1 Bid Solicitation Documents**

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the template are available on Standard Acquisition Clauses and Condition Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-sacc-manual/standard-procurement-templates>) depends on the expected value and complexity of the need.

**Note:** References to the HC and MC templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements;
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;



Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors.
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
- (h) conditions of the resulting contract.

## 6.2 Bid Solicitation Process

**6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.2.2** The bid solicitation will be sent directly to Suppliers.

**6.2.3** The bid solicitation will be made by the SA Identified User in accordance with the SA requirements.

**a) Thresholds for contracts with or without tender:**

**1. Requirements estimated at less than \$25,000.00, taxes included**

The Identify User may direct the requirement to a specific SA Holder or invite a limited number of SA Holders to respond within 5 calendar days from the bid solicitation date.

**2. Requirements estimated over \$25,000 but less than \$89,600.00, taxes included**

All SA Holders are invited to respond within 10 calendar days from the bid solicitation date. This process is executed by the Identify User.

**3. Requirements exceeding \$89,600.00, taxes included**

All SA Holders are invited to respond within 15 calendar days from the bid solicitation date. This process can only be performed by the Supply Arrangement Authority.

- Any requirements equal to or exceeding \$89,600.00 will be posted as a Notice of Proposed Procurement (NPP) on buyandsell.gc.ca 15 calendar days.

**b)** Requests for bids relating to services in a CLCA region will not be processed under this Supply Arrangement

**c)** The contracting process will be managed by the Supply Arrangement Authority only.

**d)** Given the nature of the Supply Arrangement and the objective of providing a prompt and efficient bidding process, Natural Resources Canada will deviate from the usual process for issuing documents related to the Bid solicitation in the Government Electronic Tendering Service for contracts valued at \$ 89,600.00 or more.



### C. RESULTING CONTRACT CLAUSES

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **MC** (for medium complexity requirements), general conditions [2010B](#) (2016-04-04) Professional Services - Medium Complexity will apply to the resulting contract;
- (b) **HC** (for high complexity requirements), general conditions [2035](#) (2016-04-04) Higher Complexity - Services will apply to the resulting contract.

A copy of the template are available on Standard Acquisition Clauses and Condition Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-sacc-manual/standard-procurement-templates>) depends on the expected value and complexity of the need.

**Note:** References to the HC and MC templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.



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## ANNEX A - STATEMENT OF WORK

### RECOMMISSIONING

### MANITOBA AND SASKATCHEWAN REGION

**Definition of Recommissioning (RCx):** A process dedicated to attaining optimal energy performance in buildings, by ensuring that the equipment and systems in place work in a sufficiently adequate and efficient manner to meet the owners' operational requirements and expectations. This process often helps resolve problems that arise during the building design and construction phase or when dealing with issues that arise during the building's lifespan. RCx inspections, analyses and repair techniques serve as a guide and help provide solutions that fulfill occupants' ongoing needs in accordance with existing equipment and system limitations. RCx measures generally have simple return on investment periods that do not exceed 3 to 5 years.

#### Definition of Needs

The required tasks are outlined in the following step (i.e. via the invitation to tender sent out to tenderers that prequalify for this SA).

#### Objectives of Recommissioning Work

The main objective of the services provided is to reduce greenhouse gas (GHG) emissions resulting from the energy consumption in federal buildings. This GHG reduction is accomplished through the use of recommissioning at the electromechanical systems level. Other objectives may also be added on according to the clients' projects or needs, including updates to documentation, solutions to acknowledged operational problems, etc.

#### Description of Work

The work statement complies with the Building Commissioning Association (BCA)'s "Best Practices in Commissioning Existing Buildings"<sup>1</sup> document, along with CanmetENERGY's "Recommissioning (RCx) Guide for Building Owners and Managers"<sup>2</sup>

Some of the duties that the contractor may be required to accomplish include but are not limited to:

- d. A pre-screening analysis on a set of buildings to help target those that offer the greatest GHG emissions reduction potential;
  - i. Assessing the energy consumption and GHG emissions for each building using the most recent energy bills;
  - ii. In the group of buildings that represent at least 80% of total GHG emissions, carrying out a pre-feasibility analysis of electromechanical systems to identify key opportunities to reduce emissions. These assessments include:
    - Potential for emissions reduction in equivalent tonnes of CO<sub>2</sub>;
    - An estimate of energy savings in equivalent kWh or GJ, and in dollars;
    - The required investment (in dollars) to generate these savings;
    - The capital cost recovery period, in years.

Opportunities for GHG emissions reductions are presented in two groups:

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<sup>1</sup> <http://www.bcxa.org/wp-content/pdf/BCA-Best-Practices-Commissioning-Existing-Construction.pdf>

<sup>2</sup> <http://www.nrcan.gc.ca/energy/efficiency/buildings/research/optimization/recommissioning/3795>



- 
- Recommissioning measures (i.e. measures that include return on investment periods of under 5 years).
  - Equipment retrofit, replacement and upgrade measures with a return on investment of 5 years or more.
  - iii. Recommending an action plan to attain the best results at the lowest possible cost.
- e. An actual recommissioning mandate applicable to specific buildings. The mandate may include one or more of the following activities:
- i. Planning work in an effort to define the objectives, scope, owner's operational requirements, calendar and documentation included in the project.
  - ii. Investigations to assess and recommend recommissioning measures for electromechanical systems, in order to reduce energy consumption and GHG emissions. All energy-consuming systems will be analyzed.
  - iii. Implementation of selected improvements aimed at reducing GHG emissions. The implementation methods should include a design of the improvements, a work management plan or a turnkey project plan. Implementation must also include a verification of expected GHG reduction targets.
  - iv. Transferring knowledge and know-how among building operations staff to ensure the effectiveness of improvements made. This work will include training operations staff and building awareness among occupants. A persistence plan will be provided, in which operational and energy performance targets will be established to measure and follow up on results.
- f. Persistence services to better ensure the medium-term survival of acquired knowledge. Services required to attain this objective may include:
- i. Periodically verifying the energy efficiency of the building, along with the rate at which targets are being met;
  - ii. Periodically verifying implemented measures;
  - iii. Coaching operations staff and offering complementary training where required;
  - iv. Developing and implementing awareness programs among occupants;
  - v. Producing periodic reports on results achieved including recommendations, and adding other required technical improvements where required to meet or surpass established targets.

## REQUIREMENTS

The contractor is responsible for ensuring that all staff understand and adhere to federal and provincial laws on personnel security, the *Canada Labour Code – Part II (Workplace Health and Safety)*, and CSA Standard Z320-11 (Building Commissioning).

Contractors may be called on to work in a variety of conditions, including in very remote regions and/or city centres.



## ANNEX B - BASIS OF PAYMENT

### 1. CEILING HOURLY RATE

For the work described in the Statement of Work, related to contracts obtained in connection with SA:

The Contractor shall be reimbursed for the costs reasonably and properly incurred in the performance of the Work, established in accordance with the Basis of Payment, within the hourly ceilings rates detailed below. Customs duties are included and applicable taxes are extra.

The ceiling price is subject to a downward adjustment so as not to exceed the actual costs incurred reasonably in the performance of the work, established in accordance with the basis of payment of each bid solicitation.

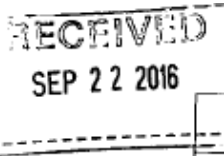
**The annual adjustment of hourly ceiling rates will be made using the rate of 1.5% upward.**

The hourly ceiling rates shall be firm prices for the period following the SA issuance until the following March 31<sup>st</sup>. After that period, the firm prices will be subject to an annual adjustment and will be made each year on April 1<sup>st</sup> and until the SA comes to the end.

Canada will not pay the Contractor for any change in design, modification or interpretation of the Work unless such design changes, modifications or interpretations have been approved in writing by the Contracting Authority prior to be integrated into the work.



ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Government of Canada

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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





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

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

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



16-123



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

<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
LEMIEUX, THIERRY	GESTIONNAIRE DE PROJETS	<i>Thierry Lemieux</i>	
Telephone No. - N° de téléphone 450-652-7492	Facsimile No. - N° de télécopieur 450-652-0999	E-mail address - Adresse courriel thierry.lemieux@canada.ca	Date 2016-07-12
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
MONIQUE FAUCHER	Manager Per Sec.	<i>Monique Faucher</i>	
Telephone No. - N° de téléphone 343-292-8084	Facsimile No. - N° de télécopieur 613-947-2360	E-mail address - Adresse courriel Monique.Faucher@nrc.ca	Date Sept. 19, 2016
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Out
15. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
GALLANT, JULIE	CHEF D'ÉQUIPE APPRO	<i>JG</i>	
Telephone No. - N° de téléphone 418-648-7635	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel julie.gallant@canada.ca	Date 2016-09-19
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Nancy Cryan Agente de sécurité des contrats et visites Contracts and Visits Security Officer 613-957-1018 nancy.cryan@tpsgc-pwgsc.gc.ca		<i>Nancy Cryan</i>	
Telephone #		E-mail address - Adresse courriel	Date 2016-09-22



## ANNEX D - REPORTING

Typically, suppliers must report on a quarterly basis on the call-up/contract activities.

Such reports may contain, but are not limited to, the following information:

1. the supply arrangement number;
2. the supplier name;
3. the reporting period;
4. the call-up/contract number for each call-up/contract, including amendments;
5. the contracting authority;
6. the date of the call-up/contract;
7. the call-up/contract period;
8. the services provided;
9. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.



## APPENDIX 1 - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

### 1. TECHNICAL CRITERIA

#### 1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

N° de l'exigence	Exigences Obligatoires	N° DE PAGE DE LA SOUMISSION
O1	<p><b>Place of Business</b></p> <p>Tenderers <b>must</b> have a place of business whose permanent address is located in the provinces of Manitoba or Saskatchewan.</p> <ul style="list-style-type: none"> <li>Tenderers should specify the name and contact information of the place of business, along with the related website and names and titles of the permanent staff who work on the site.</li> </ul>	



N° de l'exigence	Exigences Obligatoires	N° DE PAGE DE LA SOUMISSION
02	<p><b>Employees</b></p> <p>The tenderer <b>must</b> employ one or more permanent staff members with the following skills and/or experience <sup>(a)</sup>:</p> <ol style="list-style-type: none"> <li>1. A recommissioning project manager who <b>must</b> demonstrate proven abilities<sup>(b)</sup> in recommissioning and who <b>must</b> have completed at least 3 recommissioning projects since January 1, 2012, in accordance with requirements<sup>(c)</sup>.</li> <li>2. An employee who <b>must</b> possess a Certified Measurement and Verification Professional (CMVP) certificate in energy performance<sup>(d)</sup>.</li> <li>3. An employee who <b>must</b> have acquired experience in energy simulation projects by having carried out at least 3 institutional or commercial building projects involving energy simulation<sup>(e)</sup>. Projects must have been completed after January 1, 2012<sup>(e)</sup>.</li> </ol> <p><b>(a) Employees</b> who meet all of these requirements must mandatorily be those selected for a future mandate. It is not necessary for their experience to have been acquired with the tenderer, as long as it corresponds with the required completion date. The tenderer may qualify more than one employee for each of the requirements. If the employee identified in the SA cannot be used for a future mandate, the tenderer will have to qualify an alternative employee prior to the new mandate in order to retain prequalification status. An employee may possess more than one skill and/or experience outlined in this RFSA. Detailed curriculum vitae must also be provided as additional information in the appendix.</p> <p><b>(b) Proven abilities</b> must be accompanied by a certificate of achievement stating that training in building commissioning or recommissioning has been acquired with one of the following establishments:</p> <ul style="list-style-type: none"> <li>- Natural Resources Canada – CanmetENERGY;</li> <li>- Canadian Institute for Energy Training (CIET);</li> <li>- Association of Energy Engineers (AEE).</li> <li>- Building Commissioning Association (BCA)</li> <li>- National Environmental Balancing Bureau (NEBB)</li> <li>- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)</li> <li>- AABC Commissioning Group (ACG)</li> </ul> <ul style="list-style-type: none"> <li>• The certificate must be provided in the appendix to the proposal.</li> </ul> <p><b>(c) Requirements for submitted recommissioning projects:</b>  <b>The buildings must belong to one of the following categories:</b>  <u>Institutional</u>: Federal, provincial and municipal government buildings, hospitals, colleges, CEGEPs and universities;  <u>Commercial</u>: office buildings and enclosed shopping centres.</p> <p><b>The gross area of the building:</b> 5,000 m<sup>2</sup> or more.  <b>The total cost of the project (fees and work):</b> \$25,000 or more.</p>	



N <sup>o</sup> de l'exigence	Exigences Obligatoires	N <sup>o</sup> DE PAGE DE LA SOUMISSION
O2 (suite)	<p><b>The type of equipment targeted by RCx work must include:</b>            Main heating and cooling systems, including boilers, chillers, air handling units, and circulating pumps;            Lighting systems;            Building automation systems, including control sequences.</p> <p><b>Project description requirements:</b>            Name(s) of tenderer's employee(s) to be qualified as project managers;            Identification of project, including its location;            Type of building;            Name of client;            Name and information of contact person to be reached;            Brief description of the building in m<sup>2</sup> (or ft<sup>2</sup>);            Gross surface area of the building;            Total project cost (fees and work);            Type of equipment targeted by the RCx work.</p> <p><b>(d) CMVP (Certified Monitoring and Verification Professional) certification requirement:</b>            The CMVP certificate must be provided in the appendix to the proposal.</p> <p><b>(e) Requirements for experience in energy simulation and completed projects:</b> experience must be confirmed by providing the following information:</p> <ul style="list-style-type: none"> <li>• Name(s) of tenderer's employee(s) to be qualified;</li> <li>• Name of client or contact person to be reached;</li> <li>• Brief description of the building;</li> <li>• Gross surface area of the building in m<sup>2</sup> (or ft<sup>2</sup>);</li> <li>• Scope of simulations and a list of simulated RCx measures;</li> <li>• Name of the simulation software used;</li> <li>• Year in which the project was completed.</li> </ul> <p><b>Note: Curriculum vitae of employees are to be provided in the appendix, along with any achievement certificates requested in (b) and (d) above.</b></p>	



N <sup>o</sup> de l'exigence	Exigences Obligatoires	N <sup>o</sup> DE PAGE DE LA SOUMISSION
O3	<p><b>Achievements</b></p> <p>The tenderer <b>must</b> have completed three (3) recommissioning projects that comply with requirements set out for commercial or institutional buildings <sup>(f)</sup>. Projects must have been completed after January 1, 2012.</p> <p><b>(f) Requirements for recommissioning projects submitted:</b></p> <p><b>The buildings must belong to one of the following categories:</b> <u>Institutional</u>: Federal, provincial and municipal government buildings, hospitals, colleges, CEGEPS and universities. <u>Commercial</u>: office buildings and closed shopping centres.</p> <p><b>Building gross surface area:</b> 5,000 m<sup>2</sup> or more.</p> <p><b>The total cost of the project (fees and work):</b> \$25,000 or more</p> <p><b>The type of equipment targeted by RCx work must include:</b> Main heating and cooling systems, including boilers, chillers, air handling units, and circulation pumps; Lighting systems; Building automation systems, including control sequences.</p> <p><b>Project description requirements:</b></p> <ul style="list-style-type: none"><li>• Identification of the project, including its location;</li><li>• Type of building;</li><li>• Name of client;</li><li>• Name and information of contact person to be reached;</li><li>• Name of project manager;</li><li>• Brief description of the building;</li><li>• Gross surface area of the building in m<sup>2</sup> (or ft<sup>2</sup>);;</li><li>• Total project cost (fees and work);</li><li>• List of equipment targeted by the RCx work;</li><li>• Name of the simulation software used;</li><li>• Year in which the project was completed.</li></ul>	





N <sup>o</sup> de l'exigence	Exigences Obligatoires	N <sup>o</sup> DE PAGE DE LA SOUSSION
O4	<p><b>References</b></p> <p>The clients contacted for references will be limited to those set out in the three projects described in <b>mandatory requirement O3</b>. These clients will receive a copy of the tenderer's project description and will be asked to sign a form confirming the validity of the information provided<sup>(9)</sup>. The clients must respond within <b>10 calendar days</b>, and a minimum of <b>2 compliance confirmations</b> will be required. If the 2 confirmations have not been received within this deadline, the tenderer will be informed in writing and there will be a delay of 48 hours to fulfil the requirement, otherwise the proposal will be deemed incomplete.</p> <p><b>(g) Information requiring confirmation:</b></p> <ul style="list-style-type: none"> <li>• Identification of the project, including its location;</li> <li>• Type of building;</li> <li>• Name of project manager;</li> <li>• Brief description of the building;</li> <li>• Gross surface area of the building in m<sup>2</sup> (or ft<sup>2</sup>);;</li> <li>• Total project cost (fees and work); with a maximum leeway of ±10%;</li> <li>• List of equipment targeted by the RCx work;</li> <li>• Year in which the project was completed.</li> </ul>	

## 1.2 EVALUATION OF RATED CRITERIA

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve or surpassed the minimum percentage of 60% ( 210/350 points) required for evaluated rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

N <sup>o</sup> de l'exigence	Critères techniques cotés	Maximum de points	N <sup>o</sup> DE PAGE DE LA SOUSSION
C1	<p><b>Quality of Recommissioning Projects</b></p> <p>Tenderers may submit a maximum of 5 projects for quality assessment. Those outlined in <b>mandatory requirement O3</b> may be considered as part of the 5 projects as long as their description includes all of the mandatory information set out below.</p> <p>All submitted projects must have been completed on or after January 1, 2012.</p>	<p><b>60 points per project</b></p> <p>(300 pts. total)</p>	



	<p>The quality of projects will be assessed based on the following criteria:</p> <ol style="list-style-type: none"><li>2. The tenderer's role in the planning and investigation phases of the RCx project. Briefly describe the scope of work and the services provided: <b>(25 points)</b><ol style="list-style-type: none"><li>a. Preselection analysis;</li><li>b. Planning the work;</li><li>c. Scope of the RCx analysis (i.e. systems and equipment that were investigated)</li><li>d. Method for calculating savings and the simulation software used.</li></ol></li><li>3. The tenderer's role in implementing the RCx measures. Briefly describe the services provided: <b>(10 points)</b><ol style="list-style-type: none"><li>a. Improvements engineering;</li><li>b. Management or execution of work involved.</li></ol></li><li>4. The tenderer's role in the transfer and persistence phase. Provide the following information where applicable: <b>(15 points)</b><ol style="list-style-type: none"><li>a. Training of operations staff;</li><li>b. Method used to follow up on results, along with their duration;</li><li>c. Describe the persistence services provided to help ensure the sustainability of results.</li></ol></li><li>5. The results obtained: <b>(10 points)</b><ol style="list-style-type: none"><li>a. Savings outlined in the analysis compared to actual savings generated after one year.</li><li>b. Provide energy consumption results achieved:<ol style="list-style-type: none"><li>i. After 2 years;</li><li>ii. After 3 years.</li></ol></li></ol></li></ol> <p>In addition to the information that helps assess the quality of the projects, the information provided should also provide the following:</p> <ul style="list-style-type: none"><li>• Identification of the project, including its location;</li><li>• Type of building;</li><li>• Name of client;</li><li>• Name and information of a contact person to be reached;</li><li>• Name of project leader;</li><li>• Brief description of the building;</li><li>• Gross surface area of the building in m<sup>2</sup> (or ft<sup>2</sup>);;</li><li>• Total project cost (fees and work);</li><li>• Name of the simulation software used;</li><li>• Year in which the project was completed.</li></ul> <p><b><i>Each project will be evaluated according to the assessment grid below.</i></b></p>		
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<b>C2</b>	<p><b>Quality of the Proposal</b></p> <p>The quality and clarity of the proposal will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> <li>• Compatibility between the structure of the document and that outlined in the assessment criteria.</li> <li>• Ease with which relevant information can be obtained.</li> <li>• Concision<sup>(h)</sup></li> <li>• Quality of visual presentation</li> <li>• Quality of language</li> </ul> <p><b>(h)</b> The proposal should contain less than thirty (30) 8½" x 11" pages and be typed using at least a 10-point font. The appendices are not included in these 30 pages.</p> <p><b><i>This criterion will be evaluated according to the assessment grid below.</i></b></p>	<b>50 points</b>	
<b>Total des points</b>			

<b>EVALUATION GRID</b>	
<b>Excellent (100%)</b>	Rated criteria are covered in-depth and submitted information demonstrates a complete and deep understanding of all rated criteria elements.
<b>Very good (80%)</b>	Submitted information clearly indicates a full understanding of all rated criteria elements.
<b>Good (60%)</b>	Submitted information clearly indicates a full understanding of most of rated criteria, but not all.
<b>Unsatisfactory (40%)</b>	Submitted information indicates some understanding of criteria outlined, but does not demonstrate a full understanding of all rated criteria.
<b>Poor (20%)</b>	Submitted information indicates that the tenderer has minimal understanding of the criteria outlined.
<b>Unacceptable (0%)</b>	Submitted information does not meet criteria.



**APPENDIX 2 – CEILING PRICE**

**1. CEILING HOURLY RATE**

For the work described in the Statement of Work, related to contracts obtained in connection with SA:

The Contractor shall be reimbursed for the costs reasonably and properly incurred in the performance of the Work, established in accordance with the Basis of Payment, within the hourly ceilings rates detailed below. Customs duties are included and applicable taxes are extra.

The ceiling price is subject to a downward adjustment so as not to exceed the actual costs incurred reasonably in the performance of the work, established in accordance with the basis of payment of each bid solicitation.

**The annual adjustment of hourly ceiling rates will be made using the rate of 1.5% upward.**

The hourly ceiling rates shall be firm prices for the period following the SA issuance until the following March 31<sup>st</sup>. After that period, the firm prices will be subject to an annual adjustment and will be made each year on April 1<sup>st</sup> and until the SA comes to the end.

Canada will not pay the Contractor for any change in design, modification or interpretation of the Work unless such design changes, modifications or interpretations have been approved in writing by the Contracting Authority prior to be integrated into the work.

Suppliers shall establish a price list in the following categories, including but not limited to:

<b>DESCRIPTION</b>	<b>CEILING HOURLY RATE</b> <b>(taxes applicables exclues)</b>
Project Manager	_____ \$/hour
Senior Engineer (more than 5 years of Engineering practice)	_____ \$/hour
Intermediate Engineer (2 to 5 years of Engineering practice)	_____ \$/hour
Junior Engineer (less than 2 years of Engineering practice)	_____ \$/hour
Senior Technologist (more than 5 years in practice as a technologist)	_____ \$/hour
Intermediate Technologist ( 2 to 5 years in practice as a technologist)	_____ \$/hour
Junior Technologist (less than 2 years in practice as a technologist)	_____ \$/hour
Administrative resources (average rate)	_____ \$/hour
Other resources (average rate) Specify type of resource _____	_____ \$/hour