





## **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 and Reporting.

The Appendix includes the Evaluation Criteria.

### **1.2 Summary**

By means of the RFSA, NRCAN is seeking proposals from bidders to seek professional services for the acquisition and classification of airborne LiDAR (Light Detection and Ranging), an airborne technology that uses a pulsed laser light that is emitted towards the Earth's surface, and then reflected back to the sensor.

Suppliers can qualify for 2 categories, category 1, which includes the acquisition and classification of airborne LiDAR data or qualify for Category 2, which includes the classification of existing airborne LiDAR data provided by NRCAN.

The firms that qualify under the category 1 - Acquisition and classification of airborne LiDAR data, automatically qualify for Category 2 - Classification of existing airborne LiDAR data.

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

The requirement is subject to the provisions 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 value of each contract from the Supply Arrangement will be typically between \$ 100,000 and \$400,000.

## **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 awarding contract or 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**

There is no security requirements associated with this requirement.

### **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](#) (2017-04-27) 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-5000031117 - Acquisition and classification of airborne LiDAR data](#)  
[OR Classification of existing airborne LiDAR data](#)

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

**PLEASE CLEARLY INDICATE FOR WHICH CATEGORY YOU SUBMIT THE BID**

**CATEGORY 1 : Acquisition and classification of airborne LiDAR data**

**OR**

**CATEGORY 2 : Classification of existing airborne LiDAR data**

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



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**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 Quebec.

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: 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: Certifications**

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





## **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**

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

CATEGORY 1: page 20 à 25

CATEGORY 2: page 26 à 27

### **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

#### **For CATEGORY 1 : Acquisition and classification of airborne LiDAR data**

The firms that qualify under this category automatically qualify for Category 2 - Classification of existing airborne LiDAR data.

##### **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 24 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 40 points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

#### **CATEGORY 2 : Classification of existing airborne LiDAR data**

##### **4.2.2 Mandatory Technical and Financial Evaluation Criteria**

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared 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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## 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 There is no security requirement applicable to the Supply Arrangement.

#### 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) (<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.

- **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.

## 6.5 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:

Natural Resources Canada  
Canada Centre for Mapping and Earth Observation  
50 Place de la Cité, Suite 212  
Sherbrooke, QC J1H 4G9



## 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 - Reports
- (e) 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) a complete description of the Work to be performed;
- (b) 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.
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) certifications;
- (g) 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**  
NRCAN 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 \$100,000.00, taxes included**  
All SA Holders are invited to respond within 10 calendar days from the bid solicitation date.



3. **Requirements exceeding \$100,000.00, taxes included**

All SA Holders are invited to respond within 15 calendar days from the bid solicitation date.

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

c) The bid solicitation and contracting process will be managed by an NRCAN Contracting officer 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 \$100,000.00 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.





## ANNEX A - STATEMENT OF WORK

The elevation data is a layer of fundamental geospatial data that has been provided to Canadians for many years, free of charge, by Natural Resources Canada (NRCAN). The renewal and the improvement of the elevation data coverage has recently been identified as a priority for the Canadian Geospatial Data Infrastructure. The NRCAN project team for the Canada Centre for Mapping and Earth Observation (CCMEO) has developed a National Elevation Strategy.

The objectives of this strategy are to increase the high-precision elevation data coverage, take advantage of past and future acquisitions, and improve the accessibility of this data. An acquisition plan has therefore been developed by the team to cover the Canadian territory in accordance with data requirements and sources.

For a large part of the Canadian territory, the CCMEO team will acquire airborne LiDAR data. This data is necessary for building forest inventories, enabling floodplain mapping, precision farming, infrastructure siting, etc.

LiDAR (Light Detection and Ranging) is an airborne technology that uses a pulsed laser light that is emitted towards the Earth's surface, and then reflected back to the sensor. Knowing the laser's diffusion rate and the time between the emission and the return, it is possible to calculate the distance between the sensor and the ground surface or the opaque objects covering it (their height).

This SA is targeting two service categories. The first requirement is for the acquisition and classification of airborne LiDAR data. The second requirement is for the classification of existing airborne LiDAR data, provided by NRCAN.

The supplier is required to provide classified LiDAR data and metadata according to the technical specifications stipulated in each call for tender.

## SERVICE CATEGORIES

### **1- Acquisition and classification of airborne LiDAR data**

The required services call for the acquisition and classification of airborne LiDAR data. The classification process consists of assigning a category to the various points. The classification types may be, but are not limited to, those listed hereunder. They will be specified in the call for tender. For example: ground vegetation, building, water, etc. The various classes are defined using the numeric codes found in the LAS or LAZ files. The acquisition may relate to new or existing LiDAR data provided by the supplier if it complies with the technical specifications described in the request for tender.

#### **Technical Specifications**

The technical specifications for each requirement will be provided in the call for tender.

#### **Deliverables**

For each requirement, the deliverables may be, but are not limited to; those listed hereunder, and will be described in detail in the call for tender.

- Project planning report (for new acquisitions). This report must include details about the project methodology, the instruments that will be used and the data collection process.
- Project progress report (for new acquisitions).
- Data quality assurance report.



- Classified LiDAR files in LAS or LAZ format.
- Project area of interest in ESRI Shapefile format.
- Metadata in accordance with a template provided by NRCAN.

## **2- Classification of existing LiDAR data**

The required services call for the classification or the improvement of the classification of existing airborne LiDAR data provided by NRCAN. The classification consists of assigning a category to the various points, according to the requirements listed in the call for tender. For example: ground, vegetation, building, water, etc. The various classes are defined using the numeric codes found in the LAS or LAZ files.

### **Technical Specifications**

The technical specifications for each requirement will be provided in the call for tender.

### **Deliverables**

For each requirement, the deliverables may be, but are not limited to; those listed hereunder, and will be described in detail in the call for tender.

- Classified LiDAR files in LAS or LAZ format.
- Metadata in accordance with a template provided by NRCAN.



## **ANNEX B - 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.

**For CATEGORY 1 : Acquisition and classification of airborne LiDAR data**

The firms that qualify under this category automatically qualify for Category 2 - Classification of existing airborne LiDAR data.

**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.

Requirement #.	Mandatory Requirements	TENDER PAGE #.	Success/ Fail
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Requirement #.	Mandatory Requirements	TENDER PAGE #.	Success/Fail
<p><b>MA1</b></p>	<p><b>Experience with acquisition of airborne LiDAR data</b></p> <p>The supplier <b>must</b> demonstrate experience with the execution of two (2) raw airborne LiDAR data acquisition projects of more than 2,000 km<sup>2</sup> with an Aggregate Nominal Pulse Density (ANPD) of at least 2 pls/m<sup>2</sup> over 90% of the territory (excluding waterbodies). The data must have been acquired with a 95% vertical precision of 20 cm or better (precision on non-vegetated open terrain).</p> <p>In order to demonstrate that their company possesses the required experiences, bidders should provide at least the following information:</p> <ul style="list-style-type: none"> <li>- Project Name</li> <li>- Project Summary</li> <li>- Project Date</li> <li>- Coverage (km<sup>2</sup>)</li> <li>- Business Name</li> <li>- Contact Name and Contact Information (references)</li> </ul> <p>→ If the information provided is deemed insufficient for fulfilling project requirements in terms of the above-mentioned criteria, the bid will be considered inadmissible.</p> <ul style="list-style-type: none"> <li>• It is requested to provide the experience using the Table A below.</li> <li>• A polygon file in an ESRI Shapefile format describing the coverage of the two (2) acquisition projects must be provided. Please use the name MA1_scope_projects.shp for this file.</li> </ul> <p>Note: Aggregate Nominal Pulse Density (ANPD) is a variant of nominal pulse density that expresses the total expected or actual density of pulses occurring in a specified unit area resulting from multiple passes of the light detection and ranging (LiDAR) instrument, or a single pass of a platform with multiple LiDAR instruments, over the same target area.</p> <p><b>Note:</b> The 2 projects must be completed within the last 3 years of the closing date of the RFSA</p> <p><b>Note:</b> References will only be contacted to confirm the information provided.</p>		



Requirement #.	Mandatory Requirements	TENDER PAGE #.	Success/Fail
MA2	<p><b>Experience with classification of airborne LiDAR data</b></p> <p>The supplier <b>must</b> demonstrate experience with two (2) airborne LiDAR data classification projects of more than 2,000 km<sup>2</sup>. The minimum classifications required are: Ground (2), Water (9) and Unclassified (1).</p> <p>In order to demonstrate that their company possesses the required experiences, bidders should provide at least the following information:</p> <ul style="list-style-type: none"> <li>- Project Name</li> <li>- Project Summary</li> <li>- Project Date</li> <li>- Coverage (km<sup>2</sup>)</li> <li>- Business Name</li> <li>- Contact Name and Contact Information (references)</li> </ul> <p>→ If the information provided is deemed insufficient for fulfilling project requirements in terms of the above-mentioned criteria, the bid will be considered inadmissible.</p> <ul style="list-style-type: none"> <li>• It is requested to provide the experience using the Table A below.</li> <li>• A polygon file in an ESRI Shapefile format describing the scope of the two (2) classification projects must be provided. Please use the name MA2_scope_projects.shp for this file.</li> </ul> <p><b>Note:</b> Experience for MA1 and MA2 requirements may have been acquired on the same project.</p> <p><b>Note:</b> The 2 projects must be completed within the last 3 years of the closing date of the RFSA</p> <p><b>Note:</b> References will only be contacted to confirm the information provided.</p>		



**Table A - Mandatory technical criteria information**

**CATEGORY 1 - Acquisition and classification of airborne LiDAR data**

<b>Requirements</b>	<b>Project Name Business Name Contact Name Email Contact Information</b>	<b>Project Date</b>	<b>Coverage (km<sup>2</sup>)</b>	<b>Project Summary</b>
MA1 Project no. 1	Project Y ABC Enterprise Mr. X <a href="mailto:misterx@abc.com">misterx@abc.com</a> 613-xxx-xxxx	June 2016 – July 2016 (incl.)	2000	Brief description of the project and of the outcome of the <u>acquisition</u> . The information provided must relate to the experience required. If you attach a document as an appendix to Table A, please indicate where this information can be found in the tender (page and section).
MA1 Project no. 2	...			
MA2 Project no. 1	...			Brief description of the project and of the outcome of the <u>classification</u> . The information indicated here must relate to the experience required. If you attach a document as an appendix to Table A, please indicate where this information can be found in the tender (page and section).
MA2 Project no. 2	...			



## 1.2 EVALUATION OF RATED CRITERIA

NRCAN will use the following criteria to evaluate each proposal that meets the mandatory requirements.

Proposals must obtain the minimum score for each of the rated criteria in order to be considered compliant with the rated technical criteria; Proposals that do not achieve the minimum number of points required will be deemed non-compliant.

Proposals will be assessed against the following criteria:

N <sup>o</sup> de l'exigence	Critères techniques cotés	Maximum de points	N <sup>o</sup> DE PAGE DE LA SOUMISSION
CA1	<p><b><u>Approach and Method</u></b></p> <p>The tenderer will demonstrate the ability to acquire LiDAR data according to the following specifications:</p> <ul style="list-style-type: none"> <li>• A vertical accuracy of 20cm with a confidence level of 95% (Vertical accuracy in a non-vegetated open field)</li> <li>• Horizontal accuracy of 60cm with a confidence level of 95%</li> <li>• An Aggregate Nominal Pulse Density (ANPD) of 6 pls/m<sup>2</sup> on 90% of territory (excluding waterbodies)</li> <li>• Data classification according to the following classes : Ground (2), Building (6) Water (9), Low Point (noise)(7), Bridge Deck (17), High Noise (18), and unclassified (1)</li> <li>• Data must be delivered in 1km x 1km tiles.</li> <li>• Data is delivered according to the UTM NAD83 CSRS coordinate system</li> <li>• Elevation data is orthometric and relative to the Canadian Geodetic Vertical Datum of 2013 (CGVD2013)</li> </ul> <p>Note: <b>Aggregate Nominal Pulse Density (ANPD)</b> is a variant of nominal pulse density that expresses the total expected or actual density of pulses occurring in a specified unit area resulting from multiple passes of the light detection and ranging (LiDAR) instrument, or a single pass of a platform with multiple LiDAR instruments, over the same target area.</p> <p>Our evaluation will be based on the following factors :</p> <ol style="list-style-type: none"> <li>1. Provide the manufacture, model and year of the device (sensor) that will be used for the LiDAR acquisition. <b>(Instrumentation – 5 points maximum)</b></li> <li>2. Provide flight plan and data capture details to meet the specifications. (% of lateral overlap, scan angle, flight altitude, flight lines, reference control data). <b>(Flight plan and data capture - 10 points maximum)</b></li> </ol>	40 points	





	<p>3. Provide processing details required to achieve these specifications : (classification methodology, coordinate system, vertical reference system, tiling) <b>(Data processing – 5 points maximum)</b></p> <p>4. Provide a quality control strategy that verifies that the data meets the specifications (accuracy, spatial distribution and regularity, pulse density, classification, territory without data (voids)) <b>(Data validation – 20 points maximum)</b></p> <p><b>See the evaluation grid with rated criteria.</b></p>		
<b>Total des points</b>		___ / 40	

The evaluation grid described below will be used to evaluate the bidder's proposal according to each rated criteria.

<b>RATED CRITERIA EVALUATION GRID</b>	
<b>Excellent</b> 100%	The rated criteria are established and the information provided demonstrates a thorough and comprehensive understanding of all required elements of the rated.
<b>Very Good</b> 80%	The information provided shows a clear and comprehensive understanding of all elements of the rated criteria.
<b>Good</b> 60%	The information provided demonstrates a clear and comprehensive understanding of most of the stated criteria.
<b>Insufficient</b> 40%	The information provided demonstrates some relevant understanding of the stated criteria.
<b>Poor</b> 20%	The information provided shows that the tenderer has a minimal understanding of the stated criteria.
<b>Unacceptable</b> 0%	The information provided does not meet the criteria.



**CATEGORY 2: Classification of existing airborne LiDAR data**

**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.

Requirement #.	Mandatory Requirements	TENDER PAGE #.	Success/Fail
MC1	<p><b>Experience with classification of airborne LiDAR data</b></p> <p>The supplier <b>must</b> demonstrate experience with the classification of two (2) LiDAR data projects of more than 2,000 km<sup>2</sup>. The minimum classifications required are: Ground (2), Water (9) and Unclassified (1).</p> <p>In order to demonstrate that their company possesses the required qualifications, bidders should provide at least the following information:</p> <ul style="list-style-type: none"> <li>- Project Name</li> <li>- Project Summary</li> <li>- Project Date</li> <li>- Coverage (km<sup>2</sup>)</li> <li>- Business Name</li> <li>- Contact Name and Contact Information (references)</li> </ul> <p>→ If the information provided is deemed insufficient for fulfilling project requirements in terms of the above-mentioned criteria, the bid will be considered inadmissible.</p> <ul style="list-style-type: none"> <li>• It is requested to provide the experience using the Table B below.</li> <li>• A polygon file in an ESRI Shapefile format describing the coverage of the two (2) classification projects must be provided. Please use the name MC1_scope_projects.shp for this file.</li> </ul> <p>Note: The 2 projects must be completed within the last 3 years of the closing date of the RFSA.</p> <p>Note: References will only be contacted to confirm the information provided.</p>		



**Table B – Mandatory technical criteria information**

**CATEGORY 2: Classification of existing airborne LiDAR data**

Experience	Project Name Business Name Contact Name Contact Information	Project Date	Coverage (km <sup>2</sup> )	Project Summary
MC1 Project no. 1	...			Brief description of the project and of the outcome of the classification. The information indicated here must relate to the experience required. If you attach a document as an appendix to Table A, please indicate where this information can be found in the tender (page and section).
MC1 Project no. 2	...			