



Environment Environnement
Canada Canada

<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Atlantic Region Procurement & Contracting Environment Canada 16th Floor Mailroom, 45 Alderney Drive, Dartmouth NS B2Y 2N6</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre: Factual Post-event and Omnibus Health and Air Quality Surveys</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000030840</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2017-06-22</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le 2017-08-05</p>	<p>Time Zone – Fuseau horaire Atlantic Daylight Savings Time</p>
	<p>F.O.B – F.A.B See herein.</p>	
	<p>Address Enquiries to - Adresser toutes questions à Jennifer Legere</p>	
	<p>Telephone No. – N° de téléphone 902-426-9940</p>	<p>Fax No. – N° de Fax 902-426-2690</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) See herein.</p>	
	<p>Destination - of Services / Destination des services</p> <p>See herein.</p>	
	<p>Security / Sécurité See herein.</p>	
	<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>
	<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>	
<p>Signature</p>	<p>Date</p>	

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PART 1 – GENERAL INFORMATION

1. Security Requirement

1.1 There no security requirement associated with this requirement.

2. Statement of Work

The Work to be performed is detailed under Annex A- Statement of Work of the resulting contract.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):



Delete: In its entirety

Insert: "Bids may be submitted by facsimile if specified in the bid solicitation."

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: "Deleted"

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: "the Procurement Business Number of each member of the joint venture,"

Insert: "Deleted"

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4)

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2. Submission of Bids

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits*

Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

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

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

6. Basis for Canada's Ownership of Intellectual Property

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

- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

7. Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$ 100 000.00 (taxes included). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

8. Improvement of Requirement During Solicitation Period:

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (one (1) hard copy and one (1) soft (electronic; .pdf) copy (on compact disc (CD) or USB)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.



In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders; and
- (3) print on both sides of the paper.

Section I: Technical Bid

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

Section II: Financial Bid

1. Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

1.1 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for each task/milestone of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (*if applicable*): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (*if applicable*): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (*if applicable*): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (e) Subcontracts (*if applicable*): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.



- (f) Other Direct Charges (*if applicable*): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in the resultant contract in part 6 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.2 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III - Certifications

1. Certifications Required Precedent to Contract Award

Bidders must provide the required certifications Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

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

1.2 Technical Evaluation

1.2.1 Mandatory Technical Criteria

In the table below, Bidders must indicate whether they meet each mandatory requirements (criteria) and the page/section reference where the criterion is demonstrated in their bid.

MANDATORY REQUIREMENTS	Met/Not Met (Y/N)	Page #
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M1	<p>Bidder must demonstrate that they have run Random Digit Dialing sampling for: land line, cell phone only and on-line surveys. Bidder must provide a minimum of three (3) examples to demonstrate this requirement. For each example bidders must provide the following information:</p> <ul style="list-style-type: none"> a) the type of sampling used; b) when the survey was completed; c) who it was done for; d) the sample size; e) the language of the sampling; f) any influence the sampling technique might have had on the results. <ul style="list-style-type: none"> i. One example must be provided for each method. ii. One example must be of a survey done in French. iii. No more than one example must be previous work for Environment and Climate Change Canada. 		
M2	<p>Bidder must demonstrate that they have the resources and capacity to deliver the services described in Annex A. The bidder must provide a description of the facilities and the proposed team to demonstrate this requirement.</p>		
M3	<p>Bidder must demonstrate bilingual (French and English) capacity.</p>		
M4	<p>Bidder must demonstrate that they have the capacity to complete the surveys within 48 hours after the survey starts. The bidder must provide a minimum of two examples of time sensitive surveys that the bidder completed within 48 hours of the event being surveyed.</p>		

1.2.2 Point Rated Technical Criteria

In the table below bidders must indicate the page/section reference where the point-rated criterion is demonstrated in their bid. To be considered responsive, a bid must obtain the minimum amount of points as indicated in EACH of the rated requirements.

POINT RATED REQUIREMENTS	Page #	Maximum Possible Points	Minimum Points Required to be considered Responsive	Score
<p>R. 1 Understanding the Issues (300 points) Bidders must clearly describe their understanding of the issues to be addressed by this research and the link between weather and health.</p>				



<p>This requirement should be demonstrated in a point form document of no more than one page (in twelve point font).</p> <ul style="list-style-type: none"> • Excellent understanding – 300 points • Very good understanding – 250 points • Good understanding – 150 points • Fair understanding – 100 points • Poor understanding – 0 points. <p>Excellent Understanding An “Excellent” understanding would show a deep understanding of the connections between weather and health, the associations with vulnerability groups, morbidity and mortality. This understanding would include the differentiation between Air Quality and extreme temperature related-health effects and the influence meteorology plays on air quality and extreme temperature. At this level the understanding should demonstrate knowledge of the associated vulnerability groups under air quality and extreme temperature, the differences and similarities. An understanding of how cold and heat differ in health effects, along with the mortality or morbidity effects associated with air quality and both ends of the extreme temperature spectrum.</p> <p>Very good Understanding A “Very Good” understanding would show a similar level of knowledge as required under an excellent understanding without demonstrating the knowledge of the differences and similarities between the vulnerability groups of air quality and extreme temperatures. This level of understanding would not differentiate between the effects associated with cold and heat in terms of mortality and morbidity.</p> <p>Good Understanding A “Good” understanding would show knowledge of the connections between weather and health, including the types of meteorology that are directly related to health outcomes, air quality and extreme temperature. A low level of knowledge listing only some of the vulnerability factors and groups would be noted and that these health effects could lead to increased mortality or morbidity.</p> <p>Fair Understanding A “Fair” understanding would superficially demonstrate the connections between weather and health. At this level of understanding an association between air quality and extreme temperatures with health would be noted pointing to some expected health outcomes but would lack the understanding of differences and similarities. The association between health and meteorology would not demonstrate a connection with mortality, some morbidity effects would be discussed and health outcomes would be related to the requirement of emergency response. No knowledge of vulnerability groups would be displayed in the discussion.</p> <p>Poor Understanding A “Poor” understanding would touch on the connection between weather and health in terms of emergency response toward catastrophic meteorological events. The knowledge would indicate an association between air quality or extreme temperatures without an explanation of the type of health outcomes expected with either. The</p>	300	180
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<p>general discussion would highlight more the requirement of emergency measures due to the meteorological event, for example health effects due to weather phenomenon such as thunderstorms, rain/snow, temperature (freezing events), and/or wind events (hurricanes, tornadoes). No discussion of vulnerability would be expected.</p>				
<p>R. 2 Proposed Methodology for on-line panels (100 points) RDD recruitment for on-line panels – higher marks will be rewarded for panels that best represent the Canadian Public, have the best participation rates and are refreshed the most often.</p> <ul style="list-style-type: none"> • Panel composition (demographic breakdown, representativeness of the demographics of the Canadian public). (30 points) • How often the panel is refreshed (30 points) • Participation rates (40 points) <p>To demonstrate this requirement the bidder must submit samples of panel composition methodology from previous work and how they would propose recruiting online panel participants for this project, including any risks and constraints.</p>		100	60	
<p>R.3 Methodologies for mixed sampling methods to a sample representative of the population of Canada (150 points). The bidder must provide an example must be given of a mixed sample survey that they have completed. The following information must be provided:</p> <ul style="list-style-type: none"> - the sampling methods used - the sample size - the time it took to complete the sampling - and how representative the demographics were of the demographics of the population of Canada at the time the survey was done. - All the provinces and territories in Canada where they can do mixed method sampling using the three sampling techniques. <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - 10 points for each province and 20 points for each territory where the bidder has the capacity to sample using mixed sampling methods for a maximum of 100 points. - 20 points if the mixed sampling used gave a sample population that was representative of the age demographics of the Canadian population at the time the survey was done for a maximum of 50 points. 		150	75	
<p>R. 4 Relevant Experience (300 points) Bidders must provide two example projects that are directly relatable to the Statement of Work, which used each of the three sampling techniques, either separately or in combination, completed within the last five years.</p> <p>Both examples must cover one or more issues relating to air pollution or meteorology or health.</p>				



<p>Both of the examples must be quantitative research projects in which the sample size was at least 500.</p> <p>The bidder must provide the following information (Maximum two pages):</p> <p><i>Project Title:</i> <i>Date: (Month/Year)</i> <i>Client department/organization and their contact information – including phone number</i> <i>The research team and their role, background/purpose</i> <i>Research objectives</i> <i>Population</i> <i>Methodology: (including the number and nature of survey respondents, sample size, demographics, the method used and the rationale)</i> <i>Major difficulties or any issues that arose and how they were resolve.</i></p> <p>The example projects provided could have been conducted for either the public, private or third sector such as non-profit organizations.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> Example projects completed within the last year – 100 points <ul style="list-style-type: none"> - 2-4 years – 50 points - 4-5 years – 20 points Projects directly relatable to the Statement of Work – 100 points <ul style="list-style-type: none"> - Somewhat relatable – 50 points - Not relatable – 0 points Sample size <ul style="list-style-type: none"> - 500 -800 – 20 points - 800 – 2000 – 80 points - 2000 or more – 100 points 		300	150	
<p>R5 R.5 References (50 points)</p> <p>Bidders must provide the names and contact information for two business references (clients).</p> <p>These references must be for quantitative projects with more than 500 respondents that have been completed within the last 5 years.</p> <p>A minimum of one of these references should be for a project that used more than one media to run the survey, for example, mixed landline and on-line survey.</p> <p>References must not be Environment and Climate Change Canada employees.</p> <p>The references will be contacted to confirm the information provided in the bid and comment on their satisfaction with the work performed (Y/N Pass/fail). Each reference will be awarded a maximum of 25 points.</p>		50	25	

<p>R. 6 Work Plan and Time Schedule (50 points) The Bidder must provide a schedule, clearly describing each of the steps that will be taken from the start to the end of the contract. The Bidder will provide a detailed time schedule in terms of working days. This section must be no longer than one page. A sample schedule is included in Appendix 1 to Part 4.</p> <p>Full points will be awarded to work plans which clearly assign tasks and required, realistic timeframes to each team member, identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work, and identifies potential risks and/or challenges and how these will be mitigated.</p>		50	30	
<p>R. 7 Senior Consultant Availability (50 points) The Bidder must identify who will act as liaison with the Project Authority for all aspects of the research to be conducted. The bidder must identify the consultant(s) directly responsible for project management, fieldwork (in each official language), analysis, and reporting.</p> <p>Points will be awarded for seniority and experience of the consultant.</p> <ul style="list-style-type: none"> • Experienced consultant with 10+ years' experience – 50 points • 10 points will be deducted for every 2 years of lesser experience • Less experienced consultant with less than 2 years' experience – 0 points 		50	25	
Total Points		1000		
Minimum points required		545		

1.3 Financial Evaluation

1.3.1 Evaluation of Price

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

2. Basis of Selection – Highest Rated within Budget

- (a) To be declared responsive, a bid must:
- (i) comply with all the requirements of the bid solicitation; and
 - (ii) meet all mandatory technical evaluation criteria; and
 - (iii) obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
- (b) Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

Budget: \$91,150.00 plus GST. Bidders should note that bids exceeding this budget number will be deemed invalid and non-responsive.



Appendix 1 to Part 4 – Sample Work Plan

Schedule

Contract awarded	TBD	ECCC/PWGS
Questionnaire provided to supplier		
Suppliers questions on questionnaire		
Pre-test of questionnaires	TBD	PA
First invoice submitted to PA, forwarded to and paid by client	TBD	All
Following the pre-test for each post event survey		
Timing of smog and/or extreme temperature event provided to supplier (up to 12)	TBD	PA
survey conducted (up to twelve over the three year period)	TBD	Supplier
Data tables and interim report provided to PA	TBD	Supplier
First invoice for the specific survey submitted to PA, forwarded to and paid by client	TBD	All
Draft report submitted	TBD	Supplier
Comments on draft report provided to PA	TBD	Supplier
Report accepted	TBD	PA
Second invoice for the specific survey provided to PA, forwarded to and paid by client	TBD	All
Report shared with partners	TBD	PA
Report submitted to LAC	TBD	PA
Contract end-date	TBD	ECCC/PWGS



PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Status and Availability of Resources

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



will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

2.2 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT

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

1. Security Requirement

1.1 There is no security requirement associated with this requirement.

2. Statement of Work

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers" Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or



indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

A. For professional services requirements where the deliverables are copyrightable works:

At Section 19 Copyright

1. In this section:
"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.
"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;
"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the *Copyright Act*, R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

Insert: “6. Notwithstanding Canada's ownership of the Foreground IP, Canada grants to the Contractor a non-exclusive, royalty-free perpetual, world-wide license to use such foreground intellectual property for any non-commercial academic or research purpose.”

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2018 inclusive.

4.2 Option to Extend the Contract

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



Canada may exercise this option at any time by sending a written notice to the Contractor at least seven (7) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jennifer Legere
Regional Manager, Atlantic
Procurement & Contracting Services
Environment and Climate Change Canada
17th Floor, 45 Alderney Drive, Dartmouth NS B2Y 2N6
Tel: 902-426-9940
Fax: 902-426-2690
E-mail: jennifer.legere@canada.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is: *(to be inserted at Contract Award)*

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

5.3 Contractor's Representative *(To be completed by Bidder)*

Name:
Company Operating Name:
Company Legal Name:
Address:
Telephone:
Facsimile:
E-mail:

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment



In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with Annex B – Basis of Payment.

7.3 PWGSC SACC Manual clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

8 Invoicing Instructions

8.1 Milestone Payments

- (a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed below and the payment provisions of the Contract, up to 100 percent of the amount claimed and approved by Canada if:
- (i) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - (iii) all such documents have been verified by Canada;
 - (iv) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a **condition** of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(to be inserted by Bidder)*

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) Modified 2010B General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ *(to be inserted by Bidder)*.

12. Insurance: Bids must include proof of liability insurance for a minimum \$2,000,000.00.

By submission of this tender, the Tenderer hereby declares that it has the appropriate liability insurance coverage and warrants that it shall maintain all required insurance policies in place and effect throughout the entire project.

INSURER'S CERTIFICATE OF INSURANCE

(to be completed by Insurer (not broker) and delivered to Environment Canada within 30 days following acceptance of tender)

CONTRACT

Description of Work _____ Contract No. _____ Award Date _____

Location _____

INSURER
BROKER

Name _____

Name _____

Address _____

Address _____

INSURED
ADDITIONAL INSURED

Her Majesty the Queen in right of Canada as represented by the Minister of Environment Canada

Name of Contractor _____

Address _____

Address _____

This document certifies that the following policies of insurance are at present in force covering all operations of the Insured, in connection with the contract made between the named insured and Environment Canada:

POLICY

Type	Number	Inception Date	Expiry Date	Limit of Liability	Deductible
Other (list)					

Each of these policies includes coverages/provisions as specified in the Insurance Coverage Requirements in this document which form part of this contract and each policy has been endorsed to cover Her Majesty as an Additional Insured. The Insurer agrees to notify Her Majesty and the Named Insured in writing thirty (30) days prior to any material change in, or cancellation of any policy or coverage.

Name of Insurer's Officer or Authorized Employee _____

Telephone Number _____

Signature _____

Date _____

ISSUANCE OF THIS CERTIFICATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF ENVIRONMENT CANADA TO REQUEST AT ANY TIME DUPLICATE CERTIFIED COPIES OF SAID INSURANCE POLICIES.



ANNEX A STATEMENT OF WORK

SW 1 Background

The Health and Air Quality Forecasting Program of Environment and Climate Change Canada (ECCC) provides air quality forecasts to Canadians, and also focuses on the weather elements that effect public health, extreme temperatures and ultra violet radiation as represented by the UV Index. Our goal is to provide Canadians with the risk communication information they need to act to protect their health, the health of those close to them, and the environment. Our health based weather forecasts and warnings are especially important to those most at risk from the negative effects of air pollution and extreme temperature.

The program requires a company with the facilities to run both post event and omnibus surveys. The survey questionnaires have already been developed. The capacity to survey using landlines, cell phones, and web panels is essential.

As part of our ongoing program performance management, we have run two to four post event surveys a year during air quality and/or extreme temperature events. We use the post event surveys to help us determine:

- If the public received the forecast/advisory
- If the public understood the forecast/advisory
- If the public did anything differently because of the forecast/advisory.

The program also runs a national omnibus survey every four to five years. Much of the data collected from this survey is used in tracking program performance and populating outcome indicators.

This contract is for one year to run the omnibus survey and one to two post event surveys with an option in year two and three to run up to two more post event surveys in each of those **years**.

SW 2 Objective

The factual survey questionnaire for the larger national omnibus survey to be used has already been designed and approved. A national omnibus survey needs to be run with 2,000 respondents. Some of the locations will be north of 60. This survey will, by preference, be run in the fall, as previous omnibus surveys were also run in the fall, and the data collection needs to be as similar as possible. The survey will be done by telephone, cell phone only sampling, on-line (all Random Digit Dialing (RDD) sampling), or any combination thereof. Topline results, banner tables, a written report and the data in SPSS format will be provided after the survey is completed.

The post event factual survey questionnaires to be used have already been designed and approved. There are five possible event scenarios: an air quality event, an air quality and heat event, an air quality and cold event, an extreme heat event, and an extreme cold event. Up to two post-event surveys will be run in year one, with a contract option for two additional years, giving a minimum of one and a maximum of six post-event surveys total. Each survey will have a sample size of at least 400 and last 10 minutes. The surveys will be done by telephone, cell phone only sampling, on-line (all Random Digit Dialing (RDD)

sampling), or any combination thereof. Topline results, banner tables, a written report and the data in SPSS format will be provided after each survey is completed.

The objective identifies the Department's desired outcome from the proposed contract stating precisely what the Department hopes to achieve through it.

SW 3 Scope/Tasks

The successful bidder will program and pre-test the full survey instrument in both official languages. The pre-test will represent 25 interviews, 15 English and 10 French; arrangement will be made for the project authority to listen to a pre-test on-site or by teleconference from a remote location.

The successful bidder will prepare a sampling plan that ensures respondents are stratified by region (within the area of the event), gender and age; ideally at least 50% of respondents will fall into the at risk population. The at-risk population includes: people with existing respiratory or cardiovascular conditions, children under twelve, the elderly, and those active outdoors. As we cannot survey children under twelve, they will have to be represented by a parent.

The field work will be conducted in both official languages.

Omnibus survey - A 15 minute survey (for telephone, cell phone only sampling, web panel or any combination of the above) will be administered in the respondent's official language of choice, in AQHI forecast regions specified by E.C.C.C. These regions are located across the country including the north, and are primarily located in municipalities.

Post event surveys - A 10 minute survey (for telephone, cell phone only sampling, web panel or any combination of the above) will be administered in the respondent's official language of choice, up to two times a year, with a contract option for two additional years in a forecast region specified by E.C.C.C. The program will inform the contractor when an event is occurring as well as determine the sampling method to be used (telephone, cellphone sampling, online, or any combination of these methods) with enough lead time for the contractor to set up the survey. This varies from one event to another, but EC will try to give 48 hours advance notice.

One of the goals of the research is to get a better idea of how 18 to 34 year olds (25% of the Canadian population) are responding to the event. As land line telephone surveys under sample this age group, mixed surveying methods using telephone, cell phone only sampling and on-line (RDD for all) will be used when possible. This is to insure we get 25% of respondents in this age group. The location of the survey will affect the medium of the survey. For example, cellphone only and on-line surveying could be more difficult in some rural areas.

The goal is to have a sample size of 400 to give a margin of error of at least 4.85%. However, there is no way of knowing ahead of time what the population of the community surveyed will be. Therefore, the bidder will propose a sample plan for small, medium and large communities that will allow for flexibility in the sample size as well as the sampling method, to give the desired margin of error and percentage of the at-risk population surveyed (around 50%).

For land line and cell phone only sampling, RDD will be used.

For on-line sampling, an RDD panel will be used. The bidder will indicate if they have such a panel already or if they will sub-contract for on-line research. The bidder will also supply details of the composition of the panel, how often it is refreshed, the participation rate and the locations available.

The sampling plan for the survey must take into account the need to complete all interviews within two days of the ending of an air quality advisory and/or extreme temperature event. The contractor must ensure a minimum of eight call backs are made to each number before the number is retired.

The contractor will supply topline results, banner tables and a report after each survey. In addition, the contractor will provide bilingual quality control of the survey and any written reports.

Written reports must include project methodology and results. This includes: sample size, sampling procedures, dates of research fieldwork, weighting procedures, confidence interval, margin of error, response/participation rates and method of calculation, a discussion of the potential for non-response bias,



the research instrument and all information about the recruitment and execution of the fieldwork that is needed to duplicate the research. A description of the event itself must be included, and will be provided by Environment and Climate Change Canada.

Although this is not public opinion research it must still follow PWGSC's best practices for surveys (<http://www.tpsgc-pwgsc.gc.ca/rop-por/pratiques-practices-eng.html>), the privacy act (<http://laws-lois.justice.gc.ca/eng/acts/p-21/index.html>), and the official languages act (<http://laws-lois.justice.gc.ca/eng/acts/o-3.01/page-1.html>).

SW 4 Deliverables

Two survey types will be completed under this contract:

- 1) estimated 2 Post-event Surveys
- 2) Omnibus Survey

For each survey:

- Pre-tests of the survey questionnaire.
- A fully labelled dataset in **SPSS** format.
- Topline results received within one week of survey completion.
- Banner tables, demographic and other variable breakdown to be determined by ECCC in consultation with the successful bidder received within 30 days of survey completion.
- A draft and final written report in electronic format, MS WORD and PDF in English and French. Final Reports must be received within three months of survey completion. The report must include:
 - o a brief description of the methodology used;
 - o sample size, sampling procedures and dates of fieldwork;
 - o weighting procedures, confidence intervals and margins of error, response rate, and method of calculation;
 - o the research instrument used;
 - o an analysis of the survey results with an emphasis on how the data collected help inform program goals and requirements.

Deliverables for Optional periods

Post-event surveys – 2 to 4 per year

SW5 Intellectual Property

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

(6.4.1) the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

SW 6 Penalty for Late Delivery

The Contractor will be assessed a late penalty fee not to exceed 5% of the applicable post-event survey fee OR omnibus survey fee of each report per month or 30 day period (whichever is greater) for which the final accepted deliverable is delayed unless specifically agreed in writing by the Departmental Representative.

SW 7 Language of Work

The department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project authority before they are issued. If participants are required to communicate by telephone with the



Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

The Work will be conducted in English and French. Any presentations, interim or status update reports, completed draft reports and the final report must be prepared and submitted in English. Survey and results must be submitted in English. **The Contractor must provide translation of final documents.**

SW 8 Travel

Travel is not required to complete the Work.

SW 9 Security

There is no security requirement. Contractor will not have access to ECCC sites, information or assets.

SW 11 Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content to the full extent to which it is procurable.

SW 12 Communications

During the contract period the Contractor may contact with the Departmental Representative identified in this Contract either by telephone, e-mail or in person to receive clarification. Communications may occur on an as needed basis for the duration of the project.

**ANNEX B
BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of _____ (to be inserted by Bidder) not including Customs duties and applicable taxes.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

The per-survey price is all-inclusive, including but not limited to professional fees (labor), materials and equipment required to perform the Work, administrative fees (e.g insurance, training), and any travel that is at the Contractor's discretion.

Contract is to be paid by benchmark, upon acceptance of each specified deliverable for post-event and omnibus surveys. Departmental Representative must review and approve deliverables prior to any compensation. All deliverables will be assessed at the sole discretion of the Environment & Climate Change Canada Departmental representative to determine acceptability.

Each survey will be paid at a rate of 40% of total for the post-event survey(s), followed by the remaining 60% of cost for the completed omnibus survey and report for each survey to come to a total of 100%. Should more than one post-event survey be required, the 40% of contract cost will be split equally among the number of required omnibus surveys.

Year 1			
Deliverable	Firm Price per Survey	Estimated Number of	Total



		Surveys	
Post-event Survey		2	
Omnibus Survey		1	
		<i>Subtotal – Year 1</i>	
Option Year 1			
Post-event Survey		4	
Omnibus Survey		0	
		<i>Subtotal – Option Year 1</i>	
Option Year 2			
Post-event Survey		4	
Omnibus Survey		0	
		<i>Subtotal – Option Year 2</i>	
		<i>Total</i>	
		<i>Taxes (indicate rate)</i>	
		Total Estimated Contract Value	

Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed the amount shown above *including* all Customs duties and applicable taxes.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority.
- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.