



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada <i>Reg.Landry@canada.ca</i></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 Socio-Economic study of the presence of perfluoroalkyl and polyfluoroalkyl substances (PFAS) in the Canadian marketplace</p>		
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000032395</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2017-08-09</p>		
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) 2017-08-30 at – à 2:00 P.M. on – le</p>	<p>Time Zone – Fuseau horaire <i>EDT</i></p>	
	<p>F.O.B – F.A.B</p>		
	<p>Address Enquiries to - Adresser toutes questions à Reg Landry</p>		
	<p>Telephone No. – N° de téléphone 819 938 3064</p>		<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 31 March 2018</p>		
	<p>Destination of Services / Destination des services</p> <p>Valerie Hourdebaigt Environmental Project Coordinator 351 St. Joseph Blvd, 10 floor Gatineau, QC K1A 0H3</p>		
	<p>Security / Sécurité <i>There is no security requirement.</i></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. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include Mandatory Technical Criteria And Point Rated Technical Criteria

The Annexes include the Statement of Work, the Basis of Payment, the Schedule of Milestones, and any other annexes.

2. Summary

- 2.1 Environment Canada has a requirement as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to 31 March 2018.
- 2.2 There is no security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).
- 2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003 (2017-04-27).
- 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 2.5 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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 (2017-04-27) 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"

1.1 PWGSC SACC Manual Clauses

A7035T (2007-05-25) List of Proposed Subcontractors

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.

2.1 Deleted

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 **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 **Quebec**.

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

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:

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

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 - 1 electronic copy in PDF format

Section II: Financial Bid - 1 electronic copy in PDF format

Section III: Certifications -1 electronic copy in PDF format

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.

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 meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

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

1.2 Deleted

1.3 Deleted

1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements 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. These items will be deliverable to Canada upon completion of the contract.

- (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 Part 7 of the bid solicitation.
- (g) **Applicable Taxes:** The bidders should indicate the Applicable Taxes separately.

1.5 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

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

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.

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

There is a Mandatory Financial criteria for this requirement.

1.2.2 Evaluation of Price

For evaluation purposes only, the price of the bid will be determined as follows:

- 1.2.1** The volumetric data included in the Basis of Payment – Annex B are provided for bid evaluation purposes only. They are not to be considered as a contract guarantee.
- 1.2.2** For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance Annex B – Basis of Payment.

2. Basis of Selection (highest technical merit with the evaluated price)

Proposal Selection

Proposals will be evaluated in accordance with the requirements listed below. Proposals that do not obtain a minimum score of 75% will be rejected. Proposals will be evaluated on both technical and cost considerations. The contract will be awarded to the firm with the best proposal (i.e. highest overall score).

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

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

Bids not meeting **a) or b) or c)** will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement. The bid proposal having obtained the highest combined score (70%) and best price (30%), will be recommended for award of a contract.

See the example below. The contractor selection method based on the proposal having obtained the largest number of total points.

Example:

Technical/Financial components

Equation 1:

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

Bidder	Bidder's Rated Score	Bidder's Price	Points for Technical/ Management Components	Points for Price	Total Points
Bidder A	80	\$30,000	$(80 \div 90) \times 70 = 71.1$	$(30,000 \div 30,000) \times 30 = 20$	$71.1 + 20 = 91.1$
Bidder B	85	\$40,000	$(85 \div 90) \times 70 = 75.6$	$(30,000 \div 40,000) \times 30 = 15$	$75.6 + 15 = 90.6$
Bidder C	90	\$35,000	$(90 \div 90) \times 70 = 80$	$(30,000 \div 35,000) \times 30 = 17.1$	$80 + 17.1 = 97.1^*$

Example:

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

ATTACHMENT 1 TO PART 4

MANDATORY CRITERIA AND POINT RATED TECHNICAL CRITERIA

Proposal Evaluation

Each proposal meeting the mandatory requirements will be evaluated and rated according to the criteria described below. Any relevant information to enable Environment and Climate Change Canada to adequately score the proposal based on the criteria listed below must be included. Information not included in the proposal will not be taken into consideration.

Mandatory Criteria

Mandatory Requirements (MR)	Description	Met/Not Met
MR 1	The proposal must describe in sufficient detail the technical qualifications and relevant contractor and team experience.	
MR 2	The proposal must provide a description of two (2) projects or studies completed between January 2012 and the bid closing date related to technical and socio-economic background studies of toxic substances and/or substances of concern.	
MR 3	The proposal must submit team members resumes who have participated in studies related to technical and socio-economic background studies of toxic substances and/or substances of concern.	
Mandatory Financial (MF)		Met/Not Met
MF 1	Environment Canada has established a funding level of \$45,000 excluding taxes.	

This section details the criteria that will be employed for evaluating proposals from bidders. Proposals must address each of the evaluation criteria and in sufficient detail to allow evaluation of each criterion. Proposals will be evaluated and scored in accordance with the criteria below (See Scoring Grid at the end of this section).

The proposal must describe in sufficient details the technical qualifications and relevant experience of the Contractor and key professional staff and sources of reference data. The proposal must include technical, cost, and company expertise components that correspond to the following requirements (refer also to the scoring worksheet for more details):

Point Rated Criterial

1. TECHNICAL COMPONENT

The proposal must include a statement of understanding, not to exceed two pages in length, of the work to be undertaken and why it has been requested.

The proposal must present a detailed work plan and describe how the contractor would carry out the tasks to achieve the project objectives. The proposal must include a detailed description of the technical approach, methodology, work plan and data sources to be used.

i) Understanding of the study's objectives and scope

The proposal must demonstrate an understanding of the:

- Purpose, the objectives and the importance of the terms of reference
- Challenges and risks associated with the contract. Possible problems and challenges associated with this project must be identified with proposed solutions and suggestions to deal with problems and challenges identified for the project.

ii) Methodology

The methodology must detail the following for each task:

- Approach to develop the research will be carried out;
- Approach and solutions to overcome challenges and to mitigate risks;
- Examples of similar challenges in previous projects and how they were successfully overcome.

iii) Work plan

The proposal must include:

- The name and responsibilities of each team member;
- A breakdown of each project task and sub-task including timelines and team member responsibilities for completing each task;
- The total time commitment per team member;
- A time schedule outlining when the components in the work plan are to be completed; and
- A contingency plan describing alternative approaches/plans and flexibility mechanisms to overcome obstacles to complete the tasks.

2. COMPANY EXPERTISE COMPONENT

The proposal must identify:

- The professional staff to be assigned to the project and their contribution to the project;
- Staff experience and expertise directly relevant to the work, industry and sector;
- Significant company expertise directly related to the work (for prime and any sub-contractors);
- Names and coordinates of three references on similar work or other work done for the private or public sector; and
- Quality of references on similar work or other work done for the private or public sector. The Contractor must provide at least 3 references that can be contacted for reference.
- Description of two (2) projects or studies completed between January 2012 and the bid closing date in which the firm participated, related to technical and socio-economic background studies of toxic substances and/or substances of concern. Each project description must be no more than one (1) page in length, and include the following:
 - i) Project title, client name, industry sector;
 - ii) Planned and actual dollar values;
 - iii) Planned start and finish dates and actual start and finish dates;
 - iv) Nature of services provided for the project or study, methodologies and approaches employed;
 - v) Topics addressed; and
 - vi) Name & number of contact to validate information.

3. SCHEDULING COMPONENT

The proposal must include:

- A proposed schedule for deliverables;
- A breakdown of each project task, which clearly identifies the time commitments of each member on the project team;
- The allocation of time between experienced and less experienced staff with respect to work involvement; and
- The total time commitment of the project team.

4. COST COMPONENT

The cost quotation must identify the level of effort and estimated cost for each task in the work plan, the estimated cost of professional and support personnel, equipment, communications and supplies.

The final schedule of deliverables will depend on the starting date and must be determined and agreed upon based on an initial meeting with the Contractor.

The cost quotation must be provided separately from the Technical Proposal.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated in accordance with the requirements listed below. Proposals that do not obtain a minimum of 75 cumulative points and at least 50/61 on the methodology section will be rejected. The contract will be awarded to the firm presenting the proposal with the highest technical merit with the evaluated price.

The lowest cost per point is derived by dividing the bid price by the total points achieved in the bid evaluation of the proposal.

Any relevant information to enable Environment and Climate Change Canada to adequately score the proposal based on the criteria listed below must be included.

If no acceptable bids are received, the Scientific Authority has the right not to award the contract.

SCORING WORKSHEET

CRITERIA	POINTS
1. Qualifications of Company & Staff	8 points
Proposed team is composed of a logical balance of the various disciplines required to complete the project task	2 points
Project Manager has adequate qualifications and relevant experience to supervise team members and to ensure completion of project tasks and deliverables	2 points
Key professional team members assigned to tasks have necessary qualifications, knowledge of subject matter and relevant experience	2 points
Adequacy and availability of team members to carry out project is clearly demonstrated	2 points
2. Experience: Firm's experience with conducting research on these sectors and areas and using similar methods of research	14 points
Project 1	7 points
Was project or study on time and budget, and did it meet expectations?	3 points
Nature of services provided, including methodologies and approaches employed, quality of final deliverable.	3 points

Was the topic addressed relevant to the current Contract?	1 points
Project 2	7 points
Was project or study completed on time and budget, and did it meet expectations??	3 points
Nature of services provided, including methodologies and approaches employed, quality of final deliverable.	3 points
Was the topic addressed relevant to the current Contract?	1 points
3. Quality, clarity and organization of proposal	9 points
Proposal is clear and easily understood	2 points
Demonstrated understanding of: study objectives, and the scope and importance of the study.	4 points
Proposed work plan, methodology and schedule structure are in a logical sequence with all factors properly considered	3 points
4. Work plan and management of the work	6 points
For each task and their components, provide a detailed breakdown of the work required, the time and expertise allocated and the expected completion date.	2 points
Alternative approaches/plans and flexibility mechanisms to overcome obstacles to complete the tasks are provided.	2 points
Adequate systems are provided for quality control	1 point
Proposed reporting system satisfies the terms of reference. Assurance of liaison with Scientific Authority	1 point
5. Project organization and cost-effectiveness	2 points
Detailed schedule with a breakdown showing time allocated for specific tasks, charge out rates and total charges for specific personnel assigned to each task.	2 points
6. Methodology proposed	Minimum Points Required 50
61 points	
Understanding of the Subject: Approach indicates a sound understanding of the sector under consideration; the basic technology and practices used for the use of the substances and products containing the substances	4 points
Quality of Information Sources: Quality of sources for literature searches, interviews, surveys, etc.	8 points
For each of the Tasks listed below, provided details on the following: technical approach and methodology to achieve the identified project objectives within the timelines indicated; methods for collecting data; proposed data sources to be used; recognition and identification of possible problems and challenges associated with this project, as well as proposed solutions and innovative suggestions for dealing with these problems and challenges .	49 points
<ul style="list-style-type: none"> • Task 1: History and Use Profile of the Substances (19 points) • Task 2: Substitutes and Alternatives (18 points) • Task 3: Firm and Industry Profile (12 points) 	
TOTAL	Minimum Points Required 75
	100 points

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

PWGSC SACC Manual clause A3010T 2010-08-16 Education and Experience

2.3 Rate or Price Certification

3. Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

PART 6 – SECURITY FINANCIAL BID AND OTHER REQUIREMENTS

1. Security Requirement

- (a) There is no security requirement applicable to this Contract.

PART 7 - RESULTING CONTRACT

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 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:

Canada to own Intellectual Property rights in Copyright

At Section 19 Copyright

Delete: In its entirety

Insert:

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.

B. 2010 B General Conditions Professional Services (Medium Complexity), must be modified as follows:

At Section 06 Subcontracts

Delete: paragraphs 1, 2, and 3 in their entirety.

Insert: "The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor."

At Section 19 Copyright

Delete: In its entirety

Insert: "Deleted"

2.2 Deleted

2.3 Deleted

2.4 Deleted

3. Deleted

3.2 Deleted

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from contract award to the 31 March 2018 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Reg Landry
Title: Contracting Officer
Environment Canada
Procurement and Contracting Division
Address: 200 Sacre Coeur
Gatineau, QC
K1A 0H3
Telephone: 819 938 3064
E-mail address: reg.landry@canada.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is: (to be named at contract award)

Name:
Title:
Organization:
Address:
Telephone:
E-mail address: _____

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 named at contract award)

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 a firm price of \$ _____ (*insert the amount at contract award*). Customs duties are included.

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.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Time Verification

C0711C (2008-05-12) Time Verification

8. Invoicing Instructions

8.1 All deliverables must be received and approved by the Project Authority within six (6) months of the commencement of the contract.

The Contractor shall invoice at the completion of deliverables, as described in the Basis of Payment at Annex B. The Contractor's invoices shall contain the following information:

- a) The Contract Number;
- b) Total Contract Value (excluding HST);
- c) Brief description of work completed, as reflected by that invoice;
- d) Date of work performed/completed;
- e) Total invoice cost (excluding HST);

- 8.1.1 The Contractor must submit invoices monthly in accordance with the section entitled "Invoice Submission" of the General Conditions.
- 8.1.2 Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:
- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (b) all such documents have been verified by Canada;
 - (c) the Work delivered has been accepted by Canada.
 - (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Quebec**.

10. 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;
- (c) 2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity)
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (k) the Contractor's bid dated _____,

ANNEX A STATEMENT OF WORK

Socio-economic background study of the presence of certain per- and polyfluoroalkyl (PFAS) substances in the Canadian marketplace

Objective

The objective of this study is to research and gather socio-economic data and information on certain activities pertaining to per- and polyfluoroalkyl (PFAS) substances in the Canadian marketplace which are currently not controlled in Canada under the Prohibition of Certain Toxic Substances Regulations, 2012 (the Regulations). The socio-economic data and information is required by Environment Canada to develop risk management measures to further restrict these PFAS substances in order to meet the established environmental objectives (refer to section 2).

The following PFAS substances are of interest for this study :

- Perfluorooctanoic Acid (C8), its salts and precursors (collectively referred to as PFOA),
- Long-Chain (C9-C20) Perfluorocarboxylic Acids, their salts, and their precursors (collectively referred to as PFCAs)¹, which include four substances that are precursors and were assessed separately as 'four new fluorotelomer-based substances'², and
- Perfluorooctane sulfonate, its salts and its precursors (PFOS)³.

To meet the objective, the contractor will gather the most recent information and data available on the manufacture, import, use and export of the substances of interest either present in manufactured items or used in certain applications that are allowed under the Regulations, as amended in October 2016.

The contractor will conduct research on the presence of these substances currently entering the Canadian marketplace that will include a description of their history and use profile, the identification of substitutes and alternatives, as well as an industry profile.

The results of the research are to be provided to the Scientific Authority in the form of a report and presented to the Scientific Authority in an oral presentation.

Background

Environment and Climate Change Canada (ECCC) is responsible for managing risks posed by certain per- and polyfluoroalkyl substances (PFASs) to the Canadian environment. PFOA, LC-PFCAs and PFOS are controlled in Canada under the *Prohibition of Certain Toxic Substances Regulations, 2012*⁴ (the Regulations), with a limited number of exemptions (refer to section 2.1 for their description). These PFAS substances have been used historically and continue to be used in Canada as per the current exemptions specified under the Regulations.

The Department requires an update to the socio-economic data and information gathered through previous studies and consultations (refer to section 4, References below) on these substances as they are either present in manufactured items or used in certain allowed applications in Canada. The updated data will support the development of risk management measures by ECCC in order to meet the

¹ ECCC webpage on PFOA and LC-PFCAs : <http://www.ec.gc.ca/toxiques-toxics/Default.asp?lang=En&n=F68CBFF1-1>

² ECCC web page on Four new fluorotelomer-based substances: <http://www.ec.gc.ca/toxiques-toxics/Default.asp?lang=En&n=0593FBA5-1>

³ ECCC webpage on PFOS : <http://www.ec.gc.ca/toxiques-toxics/Default.asp?lang=En&n=ECD5A576-1>

⁴ <http://www.gazette.gc.ca/rp-pr/p2/2016/2016-10-05/html/sor-dors252-eng.php>

environmental objectives set out in the respective Risk Management Approaches⁵ and Strategy⁶ for these substances.

2.1 Substances of interest

2.1.1 Perfluorooctanoic acid, its salts, and its precursors (PFOA) and long-chain (C₉-C₂₀) perfluorocarboxylic acids, their salts, and their precursors (LC-PFCAs)

PFOA and LC-PFCAs are primarily used as water, oil and grease repellants; as surfactants; and as spreading and wetting agents. While PFOA and LC-PFCAs are not manufactured in Canada, they were historically imported and may continue to be imported for use in textiles, such as rugs, carpets, clothing and outdoor equipment, paper and packaging, aqueous film-forming foams used in fire-fighting applications, as well as electrical and electronic equipment.

In 2016, PFOA and LC-PFCAs were added to the Regulations, with a limited number of exemptions. The Regulations currently allow the following activities:

- The import, use, sale and offer for sale of aqueous film forming foam for fire-fighting operations that contain PFOA and/or LC-PFCAs
- The import, use, sale and offer for sale of manufactured items containing PFOA and/or LC-PFCAs
- The use or import of products containing PFOA and/or LC-PFCAs, if the product is for personal use

Internationally, the Stockholm Convention which aims at protecting human health and the environment from persistent organic pollutants (POPs) is developing a Risk Management Evaluation (RME)⁷ document for PFOA. The substance may be added to one of the Annexes (restriction or prohibition) to the Convention as early as May 2019.

In the second draft of the RME document for PFOA released on March 15, 2017, the following uses are listed for consideration by the Stockholm Persistent Organic Pollutants Review Committee for specific exemptions:

- (a) Equipment and related infrastructure used to manufacture semiconductors;
- (b) Photo-lithography processes for semiconductors or in etching processes for compound semiconductors;
- (c) Textiles for the protection of workers from risks to their health and safety;
- (d) Membranes intended for use in medical textiles, filtration in water treatment, production processes and effluent treatment;
- (e) Aqueous film-forming foams used in firefighting application;
- (f) Medical devices;
- (g) Production of implantable medical devices;
- (h) Photographic coatings applied to films, papers or printing plates.

⁵ <http://www.ec.gc.ca/ese-ees/default.asp?lang=En&n=451C95ED-1>

⁶ <http://www.ec.gc.ca/lcpe-cepa/default.asp?lang=En&n=2AD798EA-1>

⁷ <http://chm.pops.int/TheConvention/POPsReviewCommittee/Meetings/POPRC12/POPRC12Followup/tabid/5339/Default.aspx>

2.1.2 Four New Fluorotelomer-based Substances

Fluorotelomer-based substances were historically used in water, oil, soil and grease repellents for fabric, leather, rugs and carpets, as well as stone and tile; in sizing agents (to resist the spreading and penetration of liquids) for packaging and paper products; and in levelling agents (to provide an even surface) for coatings. They may continue to be imported in Canada in manufactured items.

In 2010, the four new fluorotelomer-based substances were added to the Regulations. The Regulations prohibit the manufacture, use, sale, offer for sale and import of the four new fluorotelomer-based substances, and products containing them unless present in a manufactured item.

2.1.3 Perfluorooctane sulfonate, its salts and its precursors (PFOS)

PFOS was primarily used as a surfactant in fume suppressants and aqueous film-forming foam. Historically, PFOS was also used in a wide variety of surface treatments for textiles, upholstery, leather, carpet and packaging to affect water, oil, soil and grease repellent properties. Potential ongoing uses of PFOS include photographic films, papers and printing plates, and photolithography applications (semiconductor manufacturing).

In 2016, PFOS was added to the Regulations. Under the Regulations, the manufacture, use, sale, offer for sale and import of PFOS is prohibited with a limited number of exemptions. The Regulations currently allow the following activities:

- The import, manufacture, use, sale and offer for sale of PFOS or a product containing it if it is designed for use in photoresists or anti-reflective coatings for photolithography process or photographic films, papers and printing plates
- The use and import of PFOS in aqueous film forming foam present in a military vessel or military fire-fighting vehicle contaminated during a foreign military operation
- The use of PFOS in aqueous film forming foam at a concentration less than or equal to 10 ppm

In 2009, PFOS was added to the Stockholm Convention on Persistent Organic Pollutants (POPs). Information on Canada's international engagement on this substance is available on Environment and Climate Change Canada's website on the [Stockholm Convention on Persistent Organic Pollutants](#).

Terminology

Terms used in this document.

Aqueous Film Forming Foam (AFFF): refers only to AFFF containing certain PFASs which are currently controlled under the [Prohibition of Certain Toxic Substances Regulations, 2012](#). It does **not** include AFFF containing other fluorinated surfactants and substances, such as C6 compounds.

PFAS: Per- polyfluorinated alkyl substances, refers to the substances controlled under the Regulations:

- PFOA: [Perfluorooctanoic acid, which has the molecular formula \$C_7F_{15}CO_2H\$, its salts, and its precursors](#)
- LC_PFCAs: [Perfluorocarboxylic acids that have the molecular formula \$C_nF_{2n+1}CO_2H\$ in which \$8 \leq n \leq 20\$, their salts, and their precursors](#) and products containing them.
- The [four new fluorotelomer-based substances](#) and products containing them refers to the following substances, which contain precursors to LC-PFCAs moieties:
 - Hexane, 1,6-diisocyanato-, homopolymer, reaction products with alpha-fluoro-omega-2-hydroxyethyl-poly(difluoro- methylene), C16-20-branched alcohols and 1-octadecanol

- 2-propenoic acid, 2-methyl-, hexadecyl ester, polymers with 2-hydroxyethyl methacrylate, gamma-omega-perfluoro-C10-16-alkyl acrylate and stearyl methacrylate
 - 2-propenoic acid, 2-methyl-, 2-methylpropyl ester, polymer with butyl 2-propenoate and 2,5 furandione, gamma-omega-perfluoro-C8-14-alkyl esters, tert-Bu benzenecarboperoxoate-initiated
 - 2-propen-1-ol, reaction products with pentafluoroiodoethane tetrafluoroethylene telomer, dehydroiodinated, reaction products with epichlorohydrin and triethylenetetramine
- PFOS: Perfluorooctane sulfonate and its salts and compounds that contain one of the following groups: C8F17SO2, C8F17SO3 or C8F17SO2N and products containing it.

The Regulations: [the Prohibition of Certain Toxic Substances Regulations, 2012](#) as amended in October 2016.

Reference Documents

- Socio-Economic Background Study of Perfluorooctanoic Acid (PFOA), Long-Chain (C9-C20) Perfluorocarboxylic Acids (PFCAs), their Salts and their Precursors
- Technical and Socio-Economic Background Study of Perfluorooctane Sulphonate and its Precursors
- [Consultation Document on Proposed Risk Management Measure for Perfluorooctanoic Acid \(PFOA\) Its Salts, and Its Precursors And Long-Chain \(C₉-C₂₀\) Perfluorocarboxylic Acids \(PFCAs\), their Salts, and their Precursors \(January 2014\).](#)
- [Response to comments on the Consultation Document on the Proposed Risk Management Measure for PFOA and Long-Chain PFCA \(April 2015\)](#)
- Results from Section 71 notices.

Requirements

In order to assist Environment and Climate Change Canada in the assessment of the presence of certain PFASs on the Canadian marketplace, the contractor will gather and produce the most recent data available, using the databases, available information, direct contact with companies and models.

The contractor will provide the information described in section 5.1, Tasks, in the format and timelines described in section 6, Deliverables.

The contractor will document all methodologies, including estimations, models and assumptions in detail.

The contractor will present the results of its research to the Technical Authority in the form of a report. A presentation detailing the study methodology and key findings will also be prepared by the contractor.

In addition, the following requirements must be met by the contractor:

- All monetary values will be expressed in Canadian dollars, with the source year the most recent possible and readily visible. Instances of currency conversion will be identified and accompanied by an explanation of the exchange rate used. Units will always be clearly indicated, and converted for easy comparability whenever possible.
- Use of Canadian data will be prioritized over those from other sources.
- When information/data is not available, the Contractor will clearly identify sources checked and methods used to try to obtain that information. Where possible, the contractor is expected to use alternative methods to estimate the requested information.
- The information and documentation provided to the Contractor are to be used for the purpose of this Contract only and are not to be used for other purposes unless duly authorized by the Scientific

Authority. The information will be destroyed in a manner deemed appropriate by the Scientific Authority upon request.

- The Contractor is to advise the Scientific Authority of any information to be provided by a third party on a confidential basis for the purpose of the study and is to transmit the original documents containing any such information to the Scientific Authority under separate cover.
- All references will be clearly documented with footnotes and a Reference section.

5.1 Tasks

The list of tasks is comprehensive, but may not necessarily be exhaustive. The contractor must provide specific and detailed information. The contractor is encouraged and expected to provide any additional information discovered during the contract period that is deemed relevant in fulfilling the objectives of this contract. The following tasks must be carried out by the contractor:

Task 1: History and Use profile

For each application (e.g. specific use or manufactured item by use type) in which the use of the substance of interest is allowed in Canada, the contractor must:

- a) Describe the history and current use profile (including import and manufacturing activities) for the substances of interest present in the Canadian market by application and sector of activity.
- b) Estimate the quantity and value of the substances of interest in the Canadian market, by application, sector of activity, and year, for the years 2011 to 2016.
- c) Estimate the concentration range of the substances of interest, within the products or manufactured items, by application and sector of activity.
- d) Estimate the quantity and value of the substances of interest exported from the Canadian market, by application type and by year, for the years 2011 to 2016.

Task 2: Substitutes and alternatives

- a) Identify any commercial substances, in commerce or not, or alternative methods that could replace PFOS, PFOA & LC-PFCAs in each of the activities taking place in Canada.
- b) If there are no available or suitable commercial alternative substances or methods, describe the technical and/or socio-economic reasons for their non-availability or non-suitability.
- c) Estimate the relative cost of PFOS, PFOA & LC-PFCAs substitutes or alternative methods, and evaluate the relative performance (efficiency) and substitution factor of the substitute or alternative method.
- d) Provide the availability of the substitute or alternative method commercial in the global and Canadian market.
- e) Estimate the additional costs associated with using substitutes or alternative methods.

Task 3 Industry profile

- a) Prepare a list and brief description of the role of the Canadian, American, and International industry associations involved with PFOS, PFOA & LC-PFCAs, including their respective addresses
- b) Identify the companies (e.g. firms and facilities) in Canada that import or use PFOS, PFOA and LC-PFCAs in applications identified in Task 1
 - i) For each firm and facility, identify their location, and indicate their sector of activity.

DELIVERABLES

The major deliverables are identified as:

1. A Methodology Report – an electronic copy of the Report in Microsoft Word (Microsoft Office Suite 2010)

This report is due within one (1) week of contract signing and includes a brief description and outline of the final report, a detailed description of the methodology presented in the project proposal, and a detailed work plan that identifies data sources, data collection methods, and the model(s) to be used for extrapolation to complete the tasks and achieve overall objectives of the study. A concise assessment of data availability must also be provided. Comments will be provided by Environment and Climate Change Canada one (1) week after receiving this report.

2. Scoping of PFOA uses in Canada – an electronic copy of the document in Microsoft Word (Microsoft Office Suite 97-2007)

This scoping document is due no later than October 6, 2017 and includes a table on remaining uses of PFOA in Canada and its presence in imported manufactured items. It should include the following information:

- Describe the current use profile (including import and manufacturing activities) for PFOA present in the Canadian market by application and sector of activity.
- Estimate the quantity and value of PFOA in the Canadian market, by application, sector of activity, and year, for 2015 and 2016.
- Estimate the concentration range of PFOA, within the products or manufactured items, by application and sector of activity.
- Identify availability and suitability of commercial substances, in commerce or not, or alternative methods that could replace PFOA in each of the activities taking place in Canada. If there are no available or suitable commercial alternative substances or methods, describe the technical and/or socio-economic reasons for their non-availability or non-suitability.

3. Draft Report – an electronic copy of the Report in Microsoft Word (Microsoft Office Suite 97-2007)

The draft report is due within twenty (20) weeks of contract signing. This reports must be written in the above required format with explanations and details on all elements of each Task. The report must take into account directions and suggestions provided during the introductory meeting (via teleconference), and consider and address comments received during the regular phone calls/e-mails planned for feedback.

Data spreadsheets generated for completion of this draft report must be provided. It must be a comprehensive report on all facets of the Work and must include a discussion of problems and successes associated with the Work to facilitate a full and accurate evaluation of the Work by the Technical Authority. The report must be prepared in accordance with good engineering/professional practices and include, as a minimum, the following: a title page, a table of contents, an executive summary, an introduction, a technical discussion with conclusions and include, as applicable, supporting graphs, tables and figures. Comments will be provided by Environment and Climate Change Canada within one (1) week after receiving this draft report.

4. Final Report – three (3) hard copies and an electronic copy of the Report in Microsoft Word (Microsoft Office Suite 2010)

The final report and data spreadsheets in the requested format is due within twenty two (22) weeks of contract signing. The Contractor must take into consideration all the comments provided on the draft report. The Contractor must provide the final report, in electronic format, to the Technical Authority within 2 weeks following approval of the draft final report. The final report must contain an executive summary prepared in both of Canada's official languages. The Contractor must forward an electronic copy of the covering letter accompanying the final report to the Contracting Authority.

5. Presentation – one hard copy and an electronic copy of the Presentation in Microsoft Powerpoint (Microsoft Office Suite 2010)

A presentation outlining the methodology and key findings of the report is due along with the Final Report within twenty two (22) weeks of contract signing. The Contractor must prepare a Microsoft Powerpoint

document and present the methodology and key findings to the Scientific Authority in an oral briefing via teleconference and/or web-based presentation platform (e.g. Webex).

6. Progress Reports – email reports on progress and teleconference if required

Throughout the duration of the contract, the contractor will report on progress towards the achievement of each of the deliverables. The contractor will provide written updates by email to the scientific authority at the 10 week and 15 week mark. At the scientific authority's request, the contractor will schedule conference calls to discuss progress and issues in the achievement of the deliverables.

PROJECT MILESTONES

Milestone	Proposed dates (time from contract signing)	Environment Canada review period
Contract signing	Day 1 of contract	
Project Launch	1 week	
Project Methodology Overview Report	1 week	1 week
Scoping of PFOA	October 6, 2017	
1 st Progress Report	10 weeks	
2 nd Progress Report	15 weeks	
Draft Report	20 weeks	1 week
Final Complete Report	22 weeks	
Presentation	22 weeks	
Project termination	22 weeks	

The contract is expected to be completed by March 31, 2018.

In addition to the final report, the Contractor will provide the Scientific Authority with:

- Hard and electronic copies of the worksheets with the data used and generated for the tasks identified above in Microsoft Excel (Microsoft Office Suite 2010)
- The sources and contact information for various people/organizations that are contacted during the project.
- Hard and electronic (Microsoft Office Suite 2010) copies of all background material/information/articles (including all notes, text, graphics, surveys, raw data, and spreadsheets) used for the delivery of this Contract, preferably compiled on a CD or USB-key, to the Scientific Authority upon request.
- All deliverables will be provided no later than sixteen (16) weeks after the first day of Contract.
- All deliverables will be written entirely in English.

6.1 Travel Considerations

Travel will not be required for this contract.

ANNEX B

BASIS OF PAYMENT

Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid as follows:

<i>Deliverable</i>	<i>Task Description</i>	<i>Required Due date</i>	<i>Payment</i>
#1	<i>1st Progress Report</i>	<i>10 weeks after contract award</i>	<i>20%</i>
#2	<i>Draft Report</i>	<i>20 weeks after contract award</i>	<i>20%</i>
#3	<i>Final Report</i>	<i>22 weeks after contract award</i>	<i>60%</i>
<i>Total</i>			<i>\$</i>

The contract value cannot exceed \$45,000 CAD excluding tax.

Administrative expenses, such as those for long-distance telephone charges, translation, courier and printing/copying, will be reimbursed up to a maximum of \$100.00 (excluding HST) and must be included in the total project cost.

Not travel is required for this contract.