



**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION / SOUMISSION**

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

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**Bids must be submitted by email and must be submitted ONLY to the following email address:**

**Les soumissions doivent être présentées par courriel et UNIQUEMENT à l'adresse suivante :**

[soumission.bid@aadnc-aandc.gc.ca](mailto:soumission.bid@aadnc-aandc.gc.ca)

**REQUEST FOR PROPOSALS  
DEMANDE DE PROPOSITION**

**Proposal to DIAND:**

We hereby offer to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indian Affairs and Northern Development, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux MAINC:**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, représenté par le Ministre des Affaires indiennes et du Nord, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Title - Titre <b>1632-11-01.17-1000193523</b>	
Solicitation Number - Numéro de l'invitation <b>1000193523</b>	
Date (YYYYMMDD) - Date (AAAAMMJJ) <b>2017-08-14</b>	
Solicitation Closes - L'invitation prend fin At - À <b>0900</b>	Time Zone - Fuseau horaire  <b>Pacific Daylight Time (PDT)</b>
On (YYYYMMDD) - Le (AAAAMMJJ) <b>2017-09-25</b>	
<b>Contracting Authority - L'autorité contractante</b>	
Name - Nom <b>Kim Fletcher</b>	
Telephone Number - Numéro de téléphone <b>(604) 616-4341</b>	
Facsimile Number - Numéro de télécopieur <b>(604) 775-7149</b>	
Email Address - Courriel <b>Kim.Fletcher@aadnc-aandc.gc.ca</b>	
Destination(s) of Services - Destination(s) des services <b>Nunavut</b>	
Security - Sécurité <b>THIS REQUEST INCLUDES SECURITY PROVISIONS</b>	
<b>Instructions:</b>	
See Herein - Voir aux présentes	
<b>Delivery Required - Livraison exigée</b>	
See Herein - Voir aux présentes	
<b>Person Authorized to sign on behalf of Bidder Personne autorisée à signer au nom du soumissionnaire</b>	
Name - Nom	
Title - Titre	

<b>Bidder - Soumissionnaire</b>
Name - Raison sociale
Address - Adresse
Telephone Number - Numéro de téléphone
GST/HST Number - Numéro de la TPS/TVH
QST Number - Numéro de la TVQ

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**TITLE** The Nunavut General Monitoring Plan Five Year Review

**PART 1 - GENERAL INFORMATION**

**1.1 Security Requirement**

At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Pursuant to the Government of Canada Security Policy, the nature of the services to be provided under this contract requires a Government of Canada (GoC) Security Screening action to be completed for the Contractor, their employees and sub-contractors to be assigned to conduct project work.

1.3 At the date of bid closing, the Contractor and each of its personnel involved in the performance of the contract must each hold a valid Government of Canada (GoC) Security Screening at the level of **Secret**.

1.4 The Contractor and their personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must each hold a valid Security Screening at the level of **Secret**.

1.5 The Contractor MUST NOT possess or safeguard **CLASSIFIED** information/assets at their organization's premises until appropriate document safeguarding capability is granted by the Canadian Industrial Security Directorate of Public Works and Government Services Canada.

1.6 The Contractor must comply with the provisions of the:

- a) Security Requirements Check List (attached hereto as Annex D); and
- b) Government Security Policy (Latest Edition)

***For Contractors and Proposed Resources That Are Currently in Possession of a Valid Government of Canada (GoC) Security Screening at the Level of Reliability:***

In order to demonstrate compliance with this requirement, and, for the Department to verify their security screening status, as evidence of compliance with this requirement, at the time of proposal submission, the Bidder is required to provide the following information within the Bidder's proposal, for the Contractor/Firm and all Contractor resources to be deployed in the fulfilment of the contract who are currently in possession of the required security screening:

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1. Name of Company, Address and Phone Number;
2. Company Security Officer Name and Telephone Number;
3. Security Screening or Clearance Certificate Number;
4. Level of GoC Security Screening or Clearance;
5. Origin of Security Screening or Clearance (Sponsoring Department/Agency); and
6. Effective Date of Screening or Clearance.

**1.2 Statement of Work**

The Work to be performed is detailed at Annex "A"

**1.3 Greening Government Operations**

In April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Department of Indian Affairs and Northern Development (DIAND) procurements will be including more demanding environmental criteria to encourage product/service suppliers to improve their operations to reduce their negative impact on the environment.

**1.4 Comprehensive Land Claims Agreement(s)**

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claim Agreement

**1.5 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business (PSAB) - Removed****1.6 Debriefings**

After contract award, Bidders may request a debriefing on the results of the bid solicitation process. Bidders must 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 as determined by Canada.

**1.7 Office of the Procurement Ombudsman (OPO)**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise concerns regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. Additional information on the services of the OPO is available at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

**1.8 Trade Agreements**

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 Canadian Free Trade Agreement (CFTA).

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## **1.9 Electronic Payment**

Method of invoice payment by the Department of Indian Affairs and Northern Development is by direct deposit to the Bidders/Offerors' financial institution of choice.

If not registered for direct deposit payments, by entering into this procurement process, the Bidder/Offeror agrees to provide the information required to establish direct deposit by registering with the Department of Indian Affairs and Northern Development Electronic Payment Request form (<http://www.aadnc-aandc.gc.ca/eng/1362499152985/1362499322435>) at contract award, and submit the form to the address provided.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 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 *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 with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Department of Indian Affairs and Northern Development (DIAND);
- b) Section 03 is amended as follows:
 

Delete: "Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16"
- c) Section 05, Subsection 2, is amended as follows and renumbered accordingly:
 

Delete: d. "send its bid only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation. The facsimile number and related instructions for bids transmitted by facsimile are provided in section 08";

Insert: d. send its bid only to the Bid Receiving Address specified on page 1 of the bid solicitation;

Delete: e. "ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the bid"
- d) Section 05, Subsection 4 is amended as follows:
 

Delete: 60 days

Insert: 180 days

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e) Section 08 is amended as follows:

Delete: Subsections 1 - 3

Insert: Due to the nature of the bid solicitation, bids transmitted by facsimile to DIAND will not be accepted.

g) Section 12, Subsection 1 is amended as follows and renumbered accordingly:

Delete:

- a. "the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
- b. an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform";

h) Section 17, Subsection 1 c) is revised as follows:

- c) the name of the representative of the joint venture who will be named as the Lead Member in any resulting contract, i.e. the member chosen by the other members to act on their behalf, if applicable;

i) Section 17, Subsection 3 is amended as follows:

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

Insert: "The bid must be signed by all the members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract."

j) Section 20, is amended as follows:

Delete: Subsection 2.

### **2.1.1 SACC Manual Clauses - Removed**

**2.2 Submission of Bids**

- 2.2.1** Bids (and any amendments thereto) must be submitted only by Email to the Department of Indian Affairs and Northern Development (DIAND) Bid Receiving Address by the date and time indicated on page 1 of the bid solicitation. DIAND will not assume responsibility for bids (and any amendments thereto) directed to any other locations. Bids submitted by any other means will not be accepted.
- 2.2.2** The total size of the Email, including all attachments, must not exceed 15 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the Email does not exceed this limit.

It is important to note that Email systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of Emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

**2.2.3 Email Submissions**

In the Email containing their proposal, Bidders must clearly identify the RFP number in the Subject Line and must clearly identify the following in the body of the Email:

- Contracting Authority
- Closing Date:
- Bidder's Name and Address
- *"Tender Documents Attached"*

**2.3 Former Public Servant**

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 FPSs, 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



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- 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 FPSs 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;

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- 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.

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

#### **2.5 Applicable Laws**

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

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.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid as separate attachments to their Email as follows:

Attachment I: Technical Bid in \*.PDF format

Attachment II: Financial Bid in \*.PDF format

Attachment III: Certifications in \*.PDF format

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with 4.1.2 Financial Evaluation. The total amount of Applicable Taxes must be shown separately.

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

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

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

### **4.1 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 and the NGMP Steering Committee will evaluate the bids.

NGMP Steering Committee is composed of:

- Government of Canada (represented by Indigenous and Northern Affairs Canada)
- Government of Nunavut (represented by Department of Environment)
- Nunavut Tunngavik Incorporated; and
- Nunavut Planning Commission.

## 4.1.1 Technical Evaluation

## 4.1.1.1 Mandatory Technical Criteria

No.	Mandatory Criteria	Bidder's response	Met / Not Met
M1	<p><u>Senior and Intermediate Resource Experience:</u></p> <p>The Bidder must demonstrate the following minimum experience in <u>conducting comprehensive program and/or operational reviews:</u></p> <ul style="list-style-type: none"> <li>- Senior resource: 10 years within the last 15 years</li> <li>- Intermediate: 5 years within the last 10 years</li> </ul> <p>(It is not necessary to include experience outside the most recent 15 years from date of bid closing)</p>		
M2	<p><u>Senior Resource Experience</u></p> <p>The Bidder Must demonstrate that the Senior Resource has substantial experience in <u>program auditing and evaluation.</u></p> <p>Substantial is defined in terms of:</p> <ul style="list-style-type: none"> <li>- A minimum of three prior program reviews and/or audits lasting at least 3 months in duration per review or audit.</li> <li>- Program reviews and audits should include the following: field work research and/or contribution to peer-review work and/or unpublished reports over 30 pages.</li> </ul>		
M3	<p><u>Senior and Intermediate Resource Experience:</u></p> <p>The Bidder Must demonstrate the Senior and Intermediate resource(s) have substantial experience in <u>data collection and reporting.</u></p> <p>Substantial is defined in terms of:</p> <ul style="list-style-type: none"> <li>- A minimum of three prior program reviews and/or audits lasting at least 3 months in duration per review or audit.</li> <li>- Program reviews and audits should include the following: field work research and/or contribution to peer-review work and/or unpublished reports over 30 pages.</li> </ul>		
M4	<p>The Bidder MUST provide a Curriculum Vitae for each proposed resource, including relevant capabilities, experience, and a description of proposed activities in which each specific resource would be involved.</p>		
M5	<p><u>Senior Resource Education:</u></p> <p>The Bidder MUST include proof of relevant education. A minimum of a University (PhD, Graduate, Undergraduate) degree.</p>		

## 4.1.1.2 Point Rated Technical Criteria

<b>The Bidders proposed resources experience</b>		
<b>Point Rated Technical Criteria (RT) and Scores</b>		<b>Maximum Number of Points</b>
<b>RT1</b>	<p><u>Senior Resource Experience:</u></p> <p>Demonstrate that the Senior Resource has relevant experience in conducting at least two (2) substantial program and/or operational reviews which may include some or all of the following areas:</p> <ul style="list-style-type: none"> <li>• project management</li> <li>• data collection (qualitative and quantitative), data analyses, quality control and</li> <li>• the design, development and implementation of program review methodologies</li> <li>• drafting of evaluation reports</li> <li>• experience working in Northern, Remote and with Indigenous stakeholders</li> </ul> <p>*Relevant is defined as: Project scope similar to the work defined in Annex "A" Statement of Work</p> <p>*Substantial is defined as: Duration (minimum six (6) month contract or project); and Scope of the undertaking (i.e., project includes field work or contribution to peer-review work or unpublished report over 30 pages).</p> <p>(10 points for each experience)</p>	50
<b>RT2</b>	<p><u>Intermediate Resource Experience:</u></p> <p>Demonstrate that the Intermediate Resource has relevant experience in conducting at least one (1) substantial program and/or operational reviews which may include some or all of the following areas:</p> <ul style="list-style-type: none"> <li>• project management</li> <li>• data collection (qualitative and quantitative), data analyses, quality control and</li> <li>• the design, development and implementation of program review methodologies</li> <li>• drafting of evaluation reports</li> <li>• experience working in Northern, Remote and with Indigenous stakeholders</li> </ul> <p>*Relevant is defined as: Project scope similar to the work defined in Annex "A" Statement of Work</p> <p>*Substantial is defined as: Duration (minimum three (3) month contract or project); and Scope of the undertaking (i.e., project includes field work or contribution to peer-review work or unpublished report over 30 pages).</p> <p>(10 points for each experience)</p>	50

<b>The Bidders proposed resources experience</b>		
<b>Point Rated Technical Criteria (RT) and Scores</b>		<b>Maximum Number of Points</b>
<b>RT3</b>	<p><u>Junior Resource Experience:</u></p> <p>Within the last 10 years, demonstrate experience in the following areas of data analysis and report writing:</p> <ul style="list-style-type: none"> <li>• Data Analysis (qualitative and quantitative)</li> <li>• Drafting of technical reports and evaluation reports</li> </ul> <p>(10 points for each experience)</p>	20
<b>RT4</b>	<p><u>Northern and Inuit-Owned Businesses</u></p> <ul style="list-style-type: none"> <li>• Certified Inuit-Owned Business as registered with Nunavut Tunngavik Inc.</li> <li>• Offices and/or employees in Nunavut</li> <li>• Engagement of Inuit professional services</li> </ul> <p>(5 points for each experience)</p>	15
<b>RT5</b>	<p><u>Proposal Quality</u></p> <p>Up to six (6) points will be awarded for writing the narrative portions of the Proposal in a clear, concise, and logical fashion, and for ordering/structuring the Proposal based on the information requested in the Bid Solicitation.</p> <p>a) Organizing the proposal to match the order and sequence of the Mandatory Requirements and Point-Rated Criteria and limiting proposal content to information requested (two (2) points);</p> <p>b) Any cross-references within the proposal for highlighted information are easily identified and clearly found. For example, where the Bidder includes instruction “evidence of R2 factor a) is on page 23,” the information is found on page numbered 23, and is highlighted in a way that brings the evaluators’ attention to the information (such as with a heading). This may be through a table of contents (two (2) points)</p> <p>c) Writing throughout is clear, concise and logical (two (2) points).</p> <p>d) Not Addressed / Unsatisfactory (zero (0) points)</p> <p>*no partial points will be awarded</p>	6
<b>Overall Score (pass 70%) (= 83/141)</b>		/141

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**4.1.2 Financial Evaluation**

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

The Bidder must complete this pricing schedule and include it in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Pricing Schedule			
Resource Category	Per Diem (a)	X 80 days (b)	Total (a x b)
Senior Resource			
Intermediate Resource			
Junior Resource			
<b>Total Evaluated Price</b>			
<b>Applicable tax (not to be included in total evaluated price)</b>			

**4.2 Basis of Selection**

**4.2.1 SACC Manual Clause A0027T (2012-07-16), Basis of Selection – Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 99 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 141 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

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6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available point's equal 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default 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 will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

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



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

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

**5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

**5.2.1 Integrity Provisions – Required Documentation**

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

**5.2.2 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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

**5.2.3 Additional Certifications Precedent to Contract Award****5.2.3.1 Status and Availability of Resources**

*SACC Manual* Clause A3005T (2010-08-16) Status and Availability of Resources

**5.2.3.2 Education and Experience**

*SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

**PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of the contract:

**6.1 Security Requirements**

**6.1.1** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any CLASSIFIED information from identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Checklist and security guide (if applicable), attached at Annex C.
  - b) *Industrial Security Manual (Latest Edition)*.

**6.2 Statement of Work**

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

**6.3 Standard Clauses and Conditions**

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

**6.3.1 General Conditions**

**2010B** (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Department of Indian Affairs and Northern Development (DIAND); and
- b) "Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16," is deleted from the text under Section 2 – Standard Clauses and Conditions.
- c) Section 10, Subsection 1 is amended as follows:

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Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery".

Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery".

d) Section 10, Subsection 2 , paragraph a. is amended as follows:

Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)".

Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)".

e) Insert:

**2010B 36 (2015-04-01) Indemnification**

The Contractor must indemnify and save harmless Canada from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by or attributable to the activities of the Contractor under this Contract.

**6.3.2 Supplemental General Conditions**

**6.3.2.1** [4007](#) (2010-08-16) - Supplemental General Conditions, Canada to Own Intellectual Property Rights in Foreground Information applies to and forms part of the Contract.

**6.4 Term of Contract**

6.4.1 Period of the Contract

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

6.4.2 **Option to Extend the Contract** - Removed

**6.4.3 Comprehensive Land Claims Agreement(s)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claim Agreement

**6.4.4 Delivery Points**

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

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## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Kim Fletcher  
 Title: Senior Contracts Officer  
 Department of Indian Affairs and Northern Development  
 Address: 600 – 1138 Melville Street, Vancouver, BC V6E 4S3  
 Telephone: 604 616 4341  
 Facsimile: 604 775 7149  
 E-mail address: [Kim.Fletcher@aadnc-aadnc.gc.ca](mailto:Kim.Fletcher@aadnc-aadnc.gc.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.

### **6.5.2 Project Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Department of Indian Affairs and Northern Development  
 Directorate: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department 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 Project Authority however the Project 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.

### **6.5.3 Contractor's Representative**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

## **6.6 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

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proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## **6.7 Payment**

### **6.7.1 Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment at Annex "B"

### **6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. 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:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

### **6.7.3 Method of Payment – Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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; and
- c. the Work performed has been accepted by Canada.

### **6.7.4 SACC Manual Clauses - Removed**

**6.7.5 Electronic Payment**

Method of invoice payment by the Department of Indian Affairs and Northern Development is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Department of Indian Affairs and Northern Development Electronic Payment Request form (<http://www.aadnc-aandc.gc.ca/eng/1362499152985/1362499322435>), and submit the form to the address provided.

**6.7.6 T1204 – Direct Request By Department**

**6.7.6.1** Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

**6.7.6.2** To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

**6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions and under subsection 6.3.1 c) and d) of this contract. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
  - a. a copy of the release document and/or any other documents as specified in the Contract;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - c. a copy of the monthly progress report.
3. Invoices must be forwarded to the address shown on page 1 of the Contract for certification and payment.

**6.9 Certifications and Additional Information****6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

**6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor - Removed****6.9.3 SACC Manual Clauses - Removed**

**6.10 Applicable Laws**

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

**6.11 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) the supplemental general conditions **4007** (2010-08-16) - Supplemental General Conditions, Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions **2010B** (2016-04-04), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

**6.12 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

**6.13 Official Languages**

Any Contractor who carries out work on behalf of DIAND or Indian, Oil and Gas Canada (IOGC) in a location where the Department or Agency is required to provide services or communications to the public in both official languages, must also do so in both official languages. In DIAND, those locations are its regional offices located in Amherst, Quebec, the National Capital Region (NCR), Toronto, Winnipeg, Regina, Edmonton, Vancouver, Iqaluit, Yellowknife and Whitehorse and in IOGC, the Calgary regional office.

**6.14 Foreign Nationals (Canadian Contractor)**

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

**OR**

**6.14 Foreign Nationals (Foreign Contractor)**

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the

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Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

**6.15 Joint Venture**

**6.15.1** The joint venture (the "Joint Venture") is comprised of the following members:

[List Joint Venture members]

**6.15.2** \_\_\_\_\_ has been appointed as the "**Lead Member**" of the Joint Venture and has full authority to act as agent for each member of the Joint Venture with respect to all matters relating to the Contract;

**6.15.3** By giving notice to the Lead Member, Canada shall be deemed to have given notice to all members of the Joint Venture;

**6.15.4** The payment of moneys under the Contract to the Lead Member will act as a release from all the members of the Joint Venture;

**6.15.5** Canada may, at its discretion, in the event of disputes among the members of the Joint Venture or changes in its composition, terminate the Contract; and

**6.15.6** All members of the Joint Venture are jointly and severally or solidarily liable for the performance of the Contract.



## ANNEX "A"

### STATEMENT OF WORK

#### **Title:**

The Nunavut General Monitoring Plan Five-year Review

#### **Background**

The Nunavut General Monitoring Plan (NGMP) provides for the collection, analysis and reporting of information on the long-term conditions of Nunavut's environment, people, communities, and economy.

General monitoring is a requirement under the *Nunavut Agreement* and is founded within the *Nunavut Agreement* and the *Nunavut Project Planning and Assessment Act*. Both stipulate that government, in cooperation with the Nunavut Planning Commission (NPC), shall develop and implement a plan for monitoring the long-term state and health of the ecosystem and socio-economic environment of Nunavut.

Article 12.7.6 of the *Nunavut Agreement* states that, "there is a requirement for general monitoring to collect and analyse information on the long term state and health of the eco-systemic and socio-economic environment in the Nunavut Settlement Area. Government, in cooperation with the Nunavut Planning Commission, shall be responsible for developing a general monitoring plan and for directing and coordinating general monitoring and data collection."

Section 227(1) of the *Nunavut Project Planning and Assessment Act* states that, "the Government of Canada and the Government of Nunavut must, in cooperation with the Commission, develop a plan for the general monitoring of the long-term state and health of the eco-systemic and socio-economic environment of the designated area and must direct and coordinate the general monitoring and the collection of information relating to it.

Given the fact that NGMP has now been in existence for five years, a review up to and including the current fiscal year is warranted.

#### **Objectives**

General:

The NGMP five-year review has been initiated in accordance with Article 12.7.6 of the *Nunavut Agreement* and *Schedule 1, Implementation Worksheet – General Environmental Monitoring, Article 12 – Development Impact* found within the *Contract Relating to the Implementation of the Nunavut Final Agreement*.

Project-Specific

Examine NGMP in its entirety within the context of the expectations set out for it within the *Nunavut Agreement* and *Nunavut Project Planning and Assessment Act*. An outcome of the review will include recommendations for improvements to the NGMP.

#### **Scope of Work**

The contractor shall perform the following to the satisfaction of the Project Authority:

Examine all aspect of the NGMP including the following:

- The scope and breadth of NGMP's current mandate/responsibilities and whether they are appropriate given NGMP's existing level of resourcing (financial and human resources);

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- NGMP's data and information management capacity and priorities;
- NGMP's existing guiding documents: (current business plan, strategic plan, TB Submission, Business Case) and whether they are still able to support effective implementation. The report will identify areas for improvement and adjustment as well as whether additional guiding documents are required;
- NGMP's current proposal/funding cycles for Grants & Contributions (G&C) allocations. The review shall include recommendations on how to improve the funding model based upon a review of best practices. The review shall also assess whether the cycle and level of current G&C allocations effectively sustains NGMP's mandate to support long-term research and monitoring activities;
- The client-service aspects of NGMP's G&C review and allocation processes and whether or not those processes are effective in ensuring the timely, efficient and transparent delivery of funds. (Within the limits of existing federal accountability frameworks);
- NGMP's ability to meet the objectives established for it within the *Nunavut Agreement* and the *Nunavut Project Planning and Assessment Act*. The reports shall also include any identification of successes and deficiencies.;
- An evaluation of NGMP's current governance and administrative structures;
- An evaluation of NGMP's level of resourcing and support (both in terms of human and financial resources). The report shall make a recommendation as to whether the level of support allocated to NGMP for its ongoing operations and maintenance and grants and contributions programs is appropriate in order to fulfill its mandate. This may include an organizational assessment of the NGMP and related recommendations;
- NGMP's alignment with the expected strategic outcomes/expectations of the parties participating in NGMP's Steering Committee;
- The feasibility of NGMP's current Strategic Plan and whether it remains implementable;
- Recommendations as to the extent that NGMP has achieved its intended/expected results;
- The unexpected impacts (positive or negative) on NGMP's ability to operate;
- Overlap and/or duplication with other monitoring programs operating within Nunavut; and
- The best practices and lessons learned that have emerged and that can support and improve NGMP moving forward.

Required Resources

The contractor shall provide a senior, intermediate and junior resource in the fulfillment of this contract.

The senior and intermediate resources shall be responsible for:

- all aspects of the project including: project management, data collection (qualitative and quantitative), data analyses, quality control, the design, development and implementation of program review methodologies and the drafting of evaluation reports; and
- The development of recommendations and the analysis of findings.

The junior resource shall be responsible for:

- data collection;
- data analysis, and;
- the drafting of meeting notes and technical reports.

The contractor shall demonstrate the proposed Senior & Intermediate resources have the following minimum experience in conducting comprehensive program and/or operational reviews:

- Senior resource: 10 years within the last 15 years
- Intermediate resource: 5 years within the last 10 years

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Review Process

The process chart for the review is illustrated in Appendix A; the chart includes two phases with the following objectives and outputs.

Phase 1 – Information gathering and issues scoping report

In Phase 1 the contractor shall seek-out and compile information on the NGMP and identify any issues that require further research and consideration. The contractor shall produce an **Issues Scoping Report**.

Phase 1: The Issues Scoping Report

This report shall include:

- The contract management plan;
- The research and information gathering plan – describing the sources of information to be used and methods to be used to compile the information;
- The consultation plan – describing how input from participants, proponents, and interest groups will be gathered;
- The compilation of results and analysis of the research and information gathering; and
- An issues identification section – describing issues for further consideration in the review and information gaps related to these issues.

Approximate Timelines

Upon completion of the acceptable draft Issues Scoping Report the contractor shall present the powerpoint presentation developed to the NGMP Steering Committee on its findings.

It is estimated that this phase 1 will take approximately 40 business days to complete

Phase 2 – Issues analysis

In phase 2 the contractor shall complete any additional required research and analysis identified by the gaps found in Phase 1.

In phase 2 the contractor shall develop a series of observations, conclusions and recommendations directed by the findings of the research/information gathering. The contractor shall produce an **Observations and Conclusions Report**.

All work completed by the contractor shall be completed in accordance with this Statement of Work and will be consistent with the outcomes described within the contract.

Phase 2: The Observations and Conclusions Report:

This report shall include:

- A description of work plan development and execution;
- An information inventory and collection section detailing:
  - document reviews undertaken (NGMP Treasury Board Submission, Strategic Plans and annual work plans, etc.);
  - key informant interviews with subject matter experts;
  - identification of participants' roles and responsibilities;
  - meetings;
  - questionnaires; and
  - observations;

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- An information analysis section reflecting a review of submissions and other information gathered;
  - a review of submissions and other information gathered
  - best efforts to assess and characterize the impacts of NGMP implementation on communities, groups, industries, governments;
  - analysis of NGMP processes including identifying current strengths and weaknesses within NGMP in terms of its ability to meet its stated objectives;
  - identification of areas for improvement with respect to meeting the objectives of NGMP and the expectations of various groups, agencies and the public; and
  - identification of any constraints on the review such as areas that are unable to be reviewed at this time;
- A recommendation section that details observations, conclusions, recommendations as well as opportunities and challenges to improving or modifying NGMP in a practical manner based upon the provided analysis.

Upon completion of an acceptable draft Observations and Conclusions Report the contractor shall present the powerpoint presentation developed to the NGMP Steering Committee on its findings and conclusions.

It is estimated that this phase 2 will take approximately 40 business days to complete

### **Outputs/Deliverables**

The contractor shall provide:

The following shall be developed and presented in an objective manner.

#### Phase 1:

- A completed Issues Scoping Report (described below); and
- One (1) presentation/briefing on findings suitable for submission to the NGMP Steering Committee.

The contractor shall provide one (1) electronic copy (MS Word format) of the **Issues Scoping Report** and one (1) electronic copy of the briefing presentation (MS PowerPoint format) on or before October – November 2017.

#### Phase 2:

- A completed Observations and Conclusions Report; and
- One (1) presentation/briefing on observations, conclusion and recommendations suitable for submission to the NGMP Steering Committee.

The contractor shall provide one (1) electronic copy (MS Word format) of the Phase 2 **Observations and Conclusions Report** and one (1) electronic copy of the briefing presentation (MS PowerPoint format) on or before February – March 2018.

### **Travel**

Infrequent travel to Iqaluit may be required in order to fulfil the terms and conditions of this contract.

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### **Departmental Support**

The department will:

- Provide to the contractor all background documents needed in order to complete the required reports and presentations including Treasury Board Submissions, the current business plan, strategic plan, TB Submission, Business Case, the Nunavut Agreement and the Nunavut Project Planning and Assessment Act and any other large documents and files as may be required;
- Staff availability to provide support as required by the facilitator;
- Provide appropriate venues, the provision of any needed audio-visual equipment (projectors, screens, laptops) as well as any additional logistical/meeting coordination support that may be required for presentations/briefings; and
- Provide office space and required tools for any work that requires SECRET clearance at INAC location(s).

### **Greening Government Operations**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

Furthermore, in June 2008 the *Federal Sustainable Development Act* was passed to provide the legal framework for developing and implementing a Federal Sustainable Development Strategy that will make environmental decision making more transparent and accountable to Parliament. A Federal Sustainable Development Strategy is developed every three years that includes shrinking the environmental footprint of government operations. Green procurement is a key enabler of these objectives.

In accordance with the *Policy on Green Procurement* and Federal Sustainable Development Strategy, for this requirement:

#### **General**

- a) The Contractor is encouraged to offer or suggest green solutions whenever possible.
- b) The Contractor should consider the complete lifecycle of products and services provided to favor strategies, processes, and materials that assure sustainable development.
- c) The Contractor should use green meetings practices when conducting workshops and meetings. Guides to green meeting practices are available through [Environment Canada](#) and the [United Nations Environment Program](#).

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Travel

- a) The Contractor is encouraged to work off-site to reduce commuting requirements where security requirements allow.
- b) The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- c) Where transportation is required, the Contractor is encouraged to use environmentally preferred modes of transportation, where feasible.
- d) The Contractor is encouraged to use accommodations with environmental ratings: Contractors of the Government of Canada may access the [PWGSC Accommodation Directory](#) to search for accommodations with Green Key and/or Green Leaf ratings that will honor the pricing for Contractors.

Paper Consumption

- a) The Contractor is requested to provide all correspondence including (but not limited to) their bid, documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Contracting Authority or Project Authority.
- b) Printed material is requested on paper that is EcoLogo certified or equivalent, certified as using fibre originating from a sustainably managed forest and/or minimum recycled content of 30%. Paper is also to be processed chlorine free, whenever possible.
- c) The Contractor should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Goods Used in Service Delivery

- a) It is desirable that the Contractor, in provisioning the Service, procure equipment, such as computer equipment, peripherals and telephony equipment that meet the most current environmental specifications used by the Government of Canada when procuring similar equipment, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers. Government of Canada environmental specifications can be found in the Green Procurement Plans available [online](#) or by contacting [AchatsEcologiques.GreenProcurement@tpsgc-pwgsc.gc.ca](mailto:AchatsEcologiques.GreenProcurement@tpsgc-pwgsc.gc.ca).
- b) It is desirable that the Contractor, in provisioning the Service, procure equipment and implement solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers.
- c) The Contractor is required to use provincial e-waste recycling programs for the disposal of electronic assets owned by the Contractor and used to deliver the Service to Canada. In provinces where provincial programs do not exist or where equipment does not qualify for disposal by the provincial program, electronic assets should be disposed of via recyclers that have been approved under any other province's e-waste recycling program.

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## Annex A – Attachment 1: Process Chart

### NGMP Review Process

Consultation / Information Gathering (contractor)	Phase 1: Information Gathering and Issue Scoping
Analyze and identify issues (contractor)	
Prepare draft Issues Scoping report (contractor)	
Brief Steering Committee on findings to date and receive feedback from SC on issues and concerns with the report (contractor)	
Review draft Issues Scoping report (SC + NGMP)	
Revise/finalize/approve Issues Scoping report (Contractor + NGMP)	

Additional research and analysis - (contractor)	Phase 2: Issues Analysis
Prepare draft Observations and Conclusions Report (contractor)	
Brief Steering Committee on findings to date and receive feedback from SC on issues and concerns with the report (contractor)	
Review draft Observations and Conclusions Report (NGMP + SC)	
Revise/finalize draft Observations and Conclusions Report (Contractor + NGMP)	

#### **Who does what?**

NGMP = NGMP Secretariat

SC = NGMP Steering Committee

Contractor = Designated/selected consultant

**ANNEX "B"**  
**BASIS OF PAYMENT**

The Contractor will be paid firm per diem rates as follows, for work performed in accordance with the Contract. Customs duties are Included and Applicable Taxes are extra.

Professional Fees	
Resource Category	Per Diem
Senior Resource	
Intermediate Resource	
Junior Resource	
Total Fees	

**Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the *Treasury Board Travel Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated cost: \$ \_\_\_\_\_ (to be identified at contract award)

**Other Direct Expenses**

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ \_\_\_\_\_ (to be identified at contract award)


**Total Estimated Cost** - Limitation of Expenditure: \_\_\_\_\_ (Applicable Taxes extra.)



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

JUL 14 2017

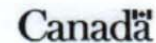
	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat 1000193523 Security Classification / Classification de sécurité UNCLASSIFIED
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

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

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

No  
Non  Yes  
Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No  
Non  Yes  
Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

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

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

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

Special comments:

Commentaires spéciaux: \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

No  
Non  Yes  
Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

No  
Non  Yes  
Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No  
Non  Yes  
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No  
Non  Yes  
Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No  
Non  Yes  
Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No  
Non  Yes  
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No  
Non  Yes  
Oui

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

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

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

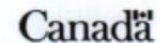
**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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Security Classification / Classification de sécurité UNCLASSIFIED
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Security Classification / Classification de sécurité

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b> Name (print) – Nom (en lettres moullées)   Title – Titre David Abernethy   A/Manager, Nunavut General Monitoring Plan Secretariat Signature: <i>[Signature]</i>			
Telephone No. – N° de téléphone (867) 975-3653	Facsimile No. – N° de télécopieur (867) 975-4560	E-mail address – Adresse courriel David.Abernethy@aadnc-aadnc.gc.ca	Date July 13, 2017
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b> Name (print) – Nom (en lettres moullées)   Title – Titre Manager, Personnel Security Operations   Signature: <i>[Signature]</i>			
Telephone No. – N° de téléphone (867) 953-3730	Facsimile No. – N° de télécopieur (867) 953-3730	E-mail address – Adresse courriel Personnel.Security@aadnc-aadnc.gc.ca	Date 2017-07-14
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
<b>16. Procurement Officer / Agent d'approvisionnement</b> Name (print) – Nom (en lettres moullées)   Title – Titre Bonnie David   Contracting Officer Specialist Signature: <i>[Signature]</i>			
Telephone No. – N° de téléphone (604) 562-6865	Facsimile No. – N° de télécopieur (604) 775-7149	E-mail address – Adresse courriel Bonnie.David@aadnc-aadnc.gc.ca	Date JUL 13 2017
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b> Name (print) – Nom (en lettres moullées)   Title – Titre Maria Mendoza   Signature: <i>[Signature]</i>			
Telephone No. – N° de téléphone Tel: 613-948-1518	Facsimile No. – N° de télécopieur Fax: 613-954-4171	E-mail address – Adresse courriel Maria.Mendoza@tpsgc-pwgsc.gc.ca	Date July 17, 2017

TRUSCT 360-623/2004(17)

Security Classification / Classification de sécurité

Canada

NCR#7081864 - v1  
IQALUIT#1153184 - v1