



Return Bids to :

Retourner Les Soumissions à :

Natural Resources Canada
Bid Receiving Unit – Mailroom
588 Booth Street
Ottawa, Ontario
K1A 0E4

**Request for Proposal (RFP)
Demande de proposition (DDP)**

Proposal To: Natural Resources Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à: Ressources Naturelles Canada

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

Comments – Commentaires

Issuing Office – Bureau de distribution

Finance and Procurement Management
Branch
Natural Resources Canada
588 Booth Street
Ottawa, ON
K1A 0E4

Title – Sujet	
Clean Technology Data Strategy	
Solicitation No. – No de l'invitation NRCan- 5000033488	Date September 5, 2017
Requisition Reference No. - N° de la demande 139795	
Solicitation Closes – L'invitation prend fin at – à 02:00 PM Eastern Daylight Savings Time (EDT) on – le 28 September 2017	
Address Enquiries to: - Adresse toutes questions à: Carol.Hambleton2@canada.ca	
Telephone No. – No de telephone (343)292-7108	Fax No. – No. de Fax
Destination – of Goods and Services: Destination – des biens et services: <i>Natural Resources Canada</i> <i>580 Booth Street</i> <i>Ottawa, Ontario</i> <i>K1A 0E4</i>	
Security – Sécurité There are no security requirements associated with this requirement.	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No.:- No. de téléphone: Facsimile No.:- No. de télécopieur:	
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)	
_____ Signature	_____ Date



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This Model Bid Solicitation contains samples of the terms that will form the basis for any future requests for proposals (RFPs) for Natural Resources Canada (NRCan).

To the extent possible, these Articles are written as they will appear in any future RFP(s). However, individual RFPs and the Resulting Contract Clauses may be modified to suit individual requirements. For example, the nature of the requirement, the term of the resulting Contract, the evaluation methodology and the basis of payment clauses may all be tailored to individual requirements.

The Articles in the Resulting Contract Clauses are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this Annex, is a Mandatory requirement of this RFP. Suppliers submitting an Offer containing statements implying that their Offer is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Offerors with concerns regarding the provisions of the Model Bid Solicitation (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



PART 1 - GENERAL INFORMATION

1.1 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 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 Annexes include the Statement of Work, the Basis of Payment, the Evaluation Criteria and the Financial Proposal Form.

1.2 Summary

By means of the RFP, NRCan is seeking proposals from bidders for....

- 1.2.1 Natural Resources Canada requires a Consultant to develop a coherent strategy to access company-level information that influences decisions and affects economic performance. The Contract period is until March 31, 2018 with three (3) one (1) year Optional Periods. Tasks associated with the original six (6) months of the contract are to develop standards and guidelines and to provide an approach to the industry-data component based on the data needs. Should the results of Task 1 & 2 be approved, the optional services are as follows:
 - Task 3 to implement, collect and compile industry level data and
 - Task 4 & 5 to maintain, collect and compile industry level data.
- 1.2.2 There are no security requirements associated with this requirement.
- 1.2.3 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)."
- 1.2.4 There is an optional bidders' **teleconference** associated with this requirement.

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



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) (<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 modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

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

Delete: Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation

Insert: Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations is the facsimile number identified in the bid solicitation.

- **Under Subsection 2 of Section 20:** Not applicable

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

It is the Bidder’s responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

*Natural Resources Canada
Bid Receiving Unit - Mailroom
588 Booth Street
Ottawa, ON
K1A 0E4
Attention: **Carol Hambleton***

It is requested that the Bidder’s name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder’s proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

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



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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than four (4) days 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.

2.4 Applicable Laws

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

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.

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.6 Bidders' Conference

A bidders' teleconference will be held on **Thursday, September 14, 2017**. The teleconference will begin at 14:00 EDT. Bidders are requested to call in 1-877-413-4788 and, when prompted, enter Conference ID# 8973369. The scope of the requirement outlined in the bid solicitation will be reviewed during the teleconference and questions will be answered. It is recommended that bidders who intend to submit a bid attend.

Bidders are requested to communicate with Carol.Hambleton2@canada.ca before the conference to confirm attendance. Bidders should provide, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than **Tuesday, September 12, 2017 at 14:00 EDT**.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (four (4) hard copies) and (one (1) soft copy on USB Stick)*
- Section II: Financial Bid (one (1) hard copy) and one (1) soft copy on USB Stick)*, in a separate file and document
- Section III: Certifications (four (4) hard copies) and (one (1) soft copy on USB Stick)*
- Section IV: Additional Information (four (4) hard copies hard copy) and (one (1) soft copy on USB Stick)*

***Note that all documents can be included on one USB Stick, but must appear as separate documents.**

Prices should appear in the financial bid only. No prices should 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) format;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

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

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.



Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Annex "A" to Part 3. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications 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 will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "A" to Part 4 – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 Highest Rated Within Budget

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 120 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 173 points."
2. 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 maximum funding available for the Contract resulting from the bid solicitation is:

Initial Contract Period: 2017-18: \$113,000 CAD (Applicable Taxes included)
Option Year #1: 2018-19: \$218,000 CAD (Applicable Taxes included)
Option Year #2: 2019-20: \$220,000 CAD (Applicable Taxes included)
Option Year #3: 2020-21: \$235,000 (CAD (Applicable Taxes included)

Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.



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. 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 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 with its bid 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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

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 with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: _____

OR

Name of each member of the joint venture:

Member 1: _____

Member 2: _____

Member 3: _____



Member 4: _____

Identification of the administrators/owners:

SURNAME	NAME	TITLE

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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.

5.2.3 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.

5.2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work



history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.2.5 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
- 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 _____
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

Professional fees	Amount
_____	_____
_____	_____

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.

5.2.6 Aboriginal Designation

Who is eligible?

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

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



OR

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

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

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

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements will render the bid/offer/arrangement non-responsive.



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

There are no security requirements associated with this Contract.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____. (*to be completed at contract award*)

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" Statement of Work of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

7.2 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.

7.2.1 General Conditions

[2035 \(2016-04-04\)](#) - General Conditions - Higher Complexity - Services

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

7.2.2 Supplemental General Conditions

The following clauses apply to this contract:

[4006 \(2010-08-16\)](#), Contractor to Own Intellectual Property Rights in Foreground Information

7.3 Dispute Resolution

Mediation

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator. The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of



hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

Meaning of "Dispute"

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.4 Security Requirements

7.4.1 There is no security requirement applicable to this Contract.

7.5 Term of Contract

7.5.1 Period of the Contract

The Work is to be performed during the period of contract award to March 31, 2018.

7.5.2 Delivery Date

All the deliverables must be received on or before March 31, 2018.

7.5.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Brenda Harlow
Title: Procurement Team Lead
Organization: Natural Resources Canada
Address: 580 Booth Street
Telephone: (343)292-8301
Facsimile: (613)947-5477
E-mail address: Brenda.Harlow@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.

7.6.2 Project Authority (to be provided at contract award)

The Project Authority for the Contract is:

Name:

Title:

Organization:

Address:

Telephone:

Facsimile:

E-mail address:

The Project Authority 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 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.

7.6.3 Contractor's Representative (to be provided at contract award)

Name:

Title:

Organization:

Address:

Telephone:

Facsimile:

E-mail address

7.7 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.

7.8 Payment

7.8.1 Basis of Payment – Firm Price, Firm Unit Price(S) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price *as specified in contract for a cost of \$ _____ (insert the amount at contract award)*. Customs duties are included and Applicable Taxes are extra.

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.

7.8.2 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;
- c. the Work performed has been accepted by Canada.

7.8.3 Discretionary Audit

The estimated amount of profit included in the Contractor's price or rate certification is subject to audit by Canada, before or after payment is made to the Contractor under the conditions of the Contract. The purpose of the audit would be to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated firm price and fixed-time rate contracts performed during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).

If the audit demonstrates that the actual profit is not reasonable and justifiable, as defined above, the Contractor must repay Canada the amount found to be in excess.

The Bidder certifies that the rate proposed is based on costs computed in accordance with Contract Cost Principles 1031-2, and includes an estimated amount of profit of \$ ____ . *(insert the amount at contract award)*

7.9 Invoicing Instructions

Invoices shall be submitted using **one of the following methods:**

<p><u>E-mail:</u></p> <p>NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca</p> <p>Note: Attach "PDF" file. No other formats will be accepted</p>
OR
<p><u>Fax:</u></p> <p>Local NCR region: 613-947-0987 Toll-free: 1-877-947-0987</p> <p>Note: Use highest quality settings available.</p>

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: _____ *(to be provided at contract award)*

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

7.10 Certifications



7.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

7.12 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 **4006** – (2010-08-16) - Contractor to Own Intellectual Property Rights in Foreground Information
- (c) the general conditions 2035 (2016-04-04) - General Conditions - Higher Complexity – Services;
- (d) Annex "A", Statement of Work ;
- (e) Annex "B: , Basis of Payment;
- (f) 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).*)

7.13 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor) (*to be determined at contract award*)

SACC Manual clause A2000C _____ (*insert date*) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C _____ (*insert date*) Foreign Nationals (Foreign Contractor)

7.14 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.

7.15 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract



are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



ANNEX “A” TO PART 7 – STATEMENT OF WORK

For Clean Technology Data Strategy For Developing Industry Level Data Through Company-Based Characteristics

1. Background

Various efforts are underway to report on clean technology in Canada, however, these efforts and their results cannot be consolidated due to the incompatibility of different reporting approaches. While all levels of government, industry associations, academic and private organizations produce or compile data, there are no uniform standards and guidelines. As a result, the national clean technology picture is currently fragmented. In response, over the past two years, the Government of Canada has been developing a definition of clean technology that is consistent with the production of statistical data on clean technology that would be comparable to other sectors of the economy. These data will enhance the clean technology evidence base, and will enable government policies, programs, and the clean technology economy overall to be monitored from a consistent set of assumptions and metrics.

Budget 2017 emphasized enhancing clean technology data. In addition, elaboration of a Clean Technology Data Strategy was a recommendation of the Pan Canadian Framework on Clean Growth and Climate Change. The Strategy recognizes the importance of detailed company-level data that are reported to/disseminated by stakeholders outside of government – referred to as industry-level data. Development of industry data will provide important information about industry behaviour in the clean technology space, supplement aggregate survey and macroeconomic data being produced by Statistics Canada, and provide important complementary data and context relevant to tracking government programs and monitoring outcomes.

Development and Consultations on Data Requirements

As part of the Government of Canada’s consultations toward establishing its Clean Technology Data Strategy, roundtables were held with provincial and industry stakeholders during which support for the macroeconomic indicators being developed and implemented by Statistics Canada was confirmed. Stakeholders also acknowledged that their data requirements extended beyond this work, and recommended development of industry-level data.

In response to this demand, a clean technology data workshop was conducted in April 2017 to discuss specifically the industry-level component of the Strategy (See Workshop Outcomes report attached to this RFP). Participants confirmed the importance of industry data (company-level characteristics), especially in its capacity to provide information about the clean technology economy that would not be part of the scope of the Statistics Canada initiatives. Discussions also focused on the importance of establishing standards and guidelines in an effort to move toward aligning the various data sources with Statistics Canada data and with each other. The data generated from this work could also serve as a supplement to the Statistics Canada survey data, the Clean Technology Satellite Account, and possibly as an additional tool for ongoing validation.

2. Objective

NRCan, in close collaboration with Innovation, Science and Economic Development Canada (ISED) and Statistics Canada, requires the development of standards and guidelines as well as a proposed approach to the industry-data component based on data needs.



The objective of this project is to enhance NRCan's understanding of the clean technology economy in Canada through the development of select industry data (i.e., data reported on a company by company basis to non-governmental organizations).

This work is to be focused on developing a coherent strategy to access company-level information in areas such as investment, innovation, capitalization and related financial information, jobs and skills, participation in the export market, and other factors that influence decisions and affect economic performance. These data are to be developed based on the results of the April 6th 2017 Clean Technology Data Workshop as articulated in the Outcomes report; while ensuring coherence with the work already completed by the Government of Canada.

3. Task and Specifications

While the ultimate goal is to proceed to an annual data cycle, the standards/guidelines and proposed approach will be evaluated by the NRCan-ISED-Statistics Canada project team first. As such, implementation will only proceed as long as the feasibility of Tasks 1 and 2 below is confirmed.

3.1. TASK 1

National Standards and Guidelines for the Collection and Reporting of Information on the Clean Technology Economy

Multiple data sources describe different components of the clean technology economy in Canada. These sources contain valuable information that may be both aggregated and company-level, however they are uncoordinated, inconsistent, and lack common standards and guidelines (i.e., definition, structure, conceptual comparability and ease of access). As such, there is a need to develop standards and guidelines to ensure consistency and comparability, and that align conceptually with the information already being published by Statistics Canada through its statistical programs. For example, a company recognized as an emerging clean technology company in one province should be similarly recognized as emerging in any other province, as well as any other Canadian jurisdiction. In addition, the guidelines and standards should also respect other government of Canada mandate initiatives such as those of Innovation Canada and the Clean Growth Hub. This work should address/include:

3.1.1 Review of the existing data sources, including governments (excluding Statistics Canada), firms, industry associations and think tanks to identify common themes, how these themes are being represented and their relevance to information needs, to assess consistency of approach (e.g., format, ease of accessibility, obstacles such as data confidentiality and proprietorship);

3.1.2 Listing of these sources together with an analysis of their current alignment;

3.1.3 Listing of key required metrics including their definitions, sub-definitions, rationale, together with an overview of their source data and measurement/data collection standards;

3.1.4 An analysis of the presence of clean technology within industry segments, the need for specialized/focused metrics in each industry segment, and the rationale behind metric choices;

3.1.5 Conducting stakeholder engagement on the proposed standards and guidelines:

3.1.5.1 What consultation is required and with whom;

3.1.5.2 How do we ensure buy-in from key industry stakeholders; and

3.1.5.3 Timelines



3.2. TASK 2

Proposal for the Collection, Consolidation and Dissemination of Industry-Level Data

This task is to develop an approach to collecting/compiling industry-level data in a manner that is consistent with the concepts and definitions supporting the Statistics Canada initiatives (Survey of Environmental Goods and Services, Clean Technology Satellite Account), and adhere to the national standards and guidelines to be developed as part of the first deliverable. Included in the Task 2 proposal would be the development and recommendations on the following:

- 3.2.1. An approach to data collection for the purpose of comprehensive reporting that avoids duplication of effort, including;
 - 3.2.1.1. Data and indicators that must be included under the guidelines and standards;
 - 3.2.1.2. Role of data sharing between key players (e.g. government programs and the data catalyst);
 - 3.2.1.3. Potential division of labour (who collects what?);
- 3.2.2. Data coverage and anticipated disaggregation by sub-sector including: technology, clusters and firms;
- 3.2.3. Reporting limitations (due to confidentiality, feasibility, technical limitations etc.);
- 3.2.4. An approach to dissemination that respects stakeholder data requirements and is consistent with the standards and guidelines in Task 1;
- 3.2.5. A proposal for implementation:
 - 3.2.5.1. Governance & coordination;
 - 3.2.5.2. How data are made accessible and disseminated (e.g. single portal, several connected hubs);
 - 3.2.5.3. How the 'system' will be kept alive/evergreen/responsive;
- 3.2.6. Conducting consultations with key industry stakeholders to validate of the proposal; and,
- 3.2.7. Costing and timing – detailed breakdowns for collection, consolidation, tabulation of key metrics and reporting.

NOTE: As part of the data collection activities, the consultant will retain IP rights for the data but will be required to share microdata sets to NRCan, ISED, and StatCan.

3.3. Optional Services

3.3.1. **TASK 3 - Implement and collect/compile industry-level data for Reference Year (RY) 2017**

Remaining tasks (3 through 5) will be implemented based on the completion and approval of the information provided from Task 1 and Task 2, as confirmed by representatives from NRCan/ISED/Statistics Canada. The first iteration of data collection/compilation and dissemination for reference year 2017 will be completed in April 2018.

This task implements the approach to collecting/compiling industry-level data developed and confirmed in Tasks 1 and 2 and analyzes the results. Work would include the following:

- Implementation of the data collection/compilation strategy and collection of these data according to the standards and guidelines developed in Tasks 1 and 2;
- 3.3.1.1.1. Data and indicators that must be included under guidelines and standards;
 - 3.3.1.1.2. Role of data sharing between key players (e.g. government programs and the data catalyst);
 - 3.3.1.1.3. Potential division of labour (who collects what?);



- 3.3.1.2. Data coverage and anticipated disaggregation by sub-sector including: technology, clusters and firms;
- 3.3.1.3. Reporting limitations (due to confidentiality, feasibility, technical limitations etc.);
- 3.3.1.4. An approach to dissemination that respects stakeholder data requirements and is consistent the standards and guidelines;
- 3.3.1.5. A proposal for implementation:
 - 3.3.1.5.1. Governance & coordination;
 - 3.3.1.5.2. How data are made accessible (e.g. single portal, several connected hubs);
 - 3.3.1.5.3. How the 'system' will be kept alive/evergreen/responsive;
- 3.3.1.6. Consultation with key industry stakeholders to validate of the proposal; and,
- 3.3.1.7. Costing and timing – detailed breakdowns for collection, consolidation, tabulation of key metrics and reporting.

3.3.2. Task 4 – Maintain and collect/compile industry-level data for RY 2018

Maintain data collection/compilation and dissemination for reference year 2018 – to be completed in April, 2019.

This task is to maintain the approach identified in Task 1 and Task 2 for the collecting/compiling of industry-level data in a manner that is consistent with the concepts and definitions supporting the Statistics Canada initiatives (Survey of Environmental Goods and Services, Clean Technology Satellite Account), and adhere to the national standards and guidelines to be developed as part of the first deliverable.

3.3.3. Task 5 – Maintain and collect/compile industry-level data for RY 2019

Maintain data collection/compilation and dissemination for reference year 2019 - to be completed in April, 2020.

This task is to maintain the approach identified in Task 1 and Task 2 for the collecting/compiling of industry-level data in a manner that is consistent with the concepts and definitions supporting the Statistics Canada initiatives (Survey of Environmental Goods and Services, Clean Technology Satellite Account), and adhere to the national standards and guidelines to be developed as part of the first deliverable.

4. Deliverable and Reports

ACTIVITIES	DELIVERABLES/MILESTONES
Task 1: National Standards and Guidelines for the Collection and Reporting of Information on the Clean Technology Economy	<ul style="list-style-type: none"> • Review and assessment of data sources: draft findings by October 2017 • Draft national standards and guidelines: October, 2017 • Draft strategy for stakeholder engagement: October, 2017 • Stakeholder consultation November/December, 2017 • Final draft set of standards and guidelines, December, 2017
Task 2: A Proposal for the Collection, Consolidation and Dissemination of Industry-Level Data	<ul style="list-style-type: none"> • Draft proposed approach by December, 2017 • Stakeholder consultation November/December 2017 • Final proposed approach by December, 2017
Optional Services	



(upon the acceptance and approval of Task 1 and Task 2)	
Task 3: Implement proposal, and collect/compile industry-level data for RY 2017	<ul style="list-style-type: none"> Collect/compile industry-level data for RY 2017 and disseminate according to confirmed strategy: April 2018
Task 4: Maintain approach and collect/compile and disseminate industry-level data for RY 2018	<ul style="list-style-type: none"> Maintain approach and collect/compile industry-level data for RY 2018 and disseminate according to confirmed strategy: April 2019
Task 5: Maintain approach and collect/compile and disseminate industry-level data for RY 2019	<ul style="list-style-type: none"> Maintain approach and collect/compile industry-level data for RY 2019 and disseminate according to confirmed strategy: April 2020

5. Contractor’s Responsibilities

- 5.1. Assess existing sources of clean technology data, their common themes and relevance to the data needs as expressed in the April 6th, 2017 Clean Technology Workshop Outcomes report. Attention should also be paid to gaps in important metrics and their resolution;
- 5.2. Review, adjust and confirm established standards and guidelines such that collected data and metrics will be consistent with the Government of Canada’s current definition of the clean technology sector and related statistics currently published by Statistics Canada;
- 5.3. Draft a proposal to articulate a data collection/compilation methodology, accepting that, for some sources, access to data will carry challenges (confidentiality, ownership, technical considerations);
- 5.4. Engage stakeholders to avoid duplication of effort, leading to an evidence base of complementary, comparable and consistent data regardless of source;
- 5.5. Provide the supporting context such that the resulting industry data will adhere to the national standards and guidelines articulated through this work, and support the reporting of data to the public;
- 5.6. Attend meetings via teleconference, videoconference or in person at the request of the Technical Authority;
- 5.7. Provide the Technical Authority a validated list of stakeholders being represented; and
- 5.8. Ensure the data gathered is representative according to various key stakeholders.

6. NRCan Responsibilities

NRCan will provide comments and/or approvals within seven (7) days from the time that the Contractor has provided a report.

7. Work Location

All Work will be conducted in the offices of the Consultant.



ANNEX “B” TO PART 7 - BASIS OF PAYMENT

(to be completed at contract award)



ANNEX “A” TO PART 4 - EVALUATION CRITERIA

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

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

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

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

1. TECHNICAL CRITERIA

1.1 MANDATORY EVALUATION CRITERIA

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

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	Bidder must have provided resources to conduct research and analytical data collection within the last five (5) years and must have provided research and analysts in a minimum of two (2) projects. One (1) project must have dealt with clean technology economy.		
M2	Bidder’s proposed Project Lead must have a minimum of four (4) years of research and analytical experience related to Canadian clean technology economy.		
M3	Bidder’s proposed Project Lead must possess a post-secondary degree or certification from a recognized post-secondary institution in one or more fields of Science, Economics, Mathematics, Engineering, Public/Business Administration, Environmental Studies or Statistics.		
M4	Bidder must submit a résumé/curriculum vitae for each proposed resource.		



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M5	All Researcher/Analysts proposed must possess a post-secondary degree or certification from a recognized post-secondary institution in one or more fields of Science, Economics, Mathematics, Engineering, Public/Business Administration, Environmental Studies or Statistics.		
M6	Bidder must provide a minimum of two (2) references which can be contacted to verify the accuracy and veracity of each of the projects cited as its relates to R1 Corporate Experience		
M7	Bidder must demonstrate that they have an existing stakeholders/clients database for clean technology economy. The database will include only stakeholders/clientele for which there is an existing business relationship (regular communications, collaboration or more).		

1.2 EVALUATION OF RATED CRITERIA

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

Proposals must achieve the stated minimum points required for each rated criterion to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
R1 Firm Experience	<p>Bidder will be evaluated based on of the types and volume of research and analysis projects they have conducted within the last five (5) years.</p> <p>Information shall be evaluated based on:</p> <ol style="list-style-type: none"> 1) Number of projects 2) Who the research and analysis was provided for <p>Points allocated</p> <p>One (1) point for each project provided, for a <u>maximum of 5 points.</u></p> <p>Two (2) points for each project that was provided for a Federal or Provincial Government Entity, <u>for a maximum of 15 points.</u></p>	40	



	Two (2) points for each project that provided research and analysis on clean technology <u>for a maximum of 20 points.</u>		
R2 Experience of Personnel	Bidder will be evaluated based on the qualifications and experience of the proposed resources who have provided research and analytical services related to clean technology economy.		
R2.1 Project Lead	<p>Information shall be evaluated based on:</p> <ol style="list-style-type: none"> 1) Number of years worked as a Project Lead 2) Number of projects worked as a Project Lead 3) Number of projects worked in the clean technology as a researcher/analyst. <p>Points allocated:</p> <p>One (1) point for each year worked as a Senior Research/Analyst for a <u>maximum of five (5) points.</u></p> <p>One (1) point for each project worked as a Senior Research/Analyst for a <u>maximum of five (5) points.</u></p> <p>One (1) point for each project worked in the clean technology researcher/analyst, for a <u>maximum of five (5) points.</u></p>	15	
R2.2 Researcher/Analyst	<p>Information shall be evaluated based on:</p> <ol style="list-style-type: none"> 1) Number of years' worked as a Researcher/Analyst 2) Number of projects worked as a Researcher/Analyst 3) Number of clean technology-related projects worked as a researcher/analyst. <p>Overall Points allocated:</p> <p>One (1) point for each year worked as a Research/Analyst for a <u>maximum of five (5) points.</u></p> <p>One (1) point for each project worked as a Research/Analyst for a <u>maximum of five (5) points.</u></p>	15	



	One (1) point for each project worked in the clean technology researcher/analyst, for a maximum of five (5) points.		
R3 Understanding the Requirement	<p>Bidder will be evaluated based on their demonstration of their understanding of the requirement.</p> <p>Points will be given as follows:</p> <ol style="list-style-type: none"> 1) Your insight into the context of the requirement (5 points) 2) Your perception of the opportunities, challenges and delivery of the requirement (5 points) 3) The metrics you would use to measure the clean technology economy (5 points) 4) Your identification of any obstacles to the successful achievement of the objectives of this requirement. (5 points) 	20	
R4 Methodology for Delivery of Approach	<p>Bidder will be evaluated based on their readiness to implement an industry-level clean technology data collection initiative.</p> <p>Information to be provided:</p> <ol style="list-style-type: none"> 1) Number of clean technology stakeholders / clients on firm's existing database for which there is an existing business relationship (regular communications, collaboration or more). <p>Points allocated:</p> <p>Up to One hundred (100) stakeholders/clients – 0 points 101 to 200 stakeholders/clients – 5 points 201 to 300 stakeholders/clients – 10 points 301 to 400 stakeholders/clients – 20 points 401 to 500 stakeholders/clients – 30 points 501 to 600 stakeholders/clients – 40 points 601+ stakeholders/clients – 50 points</p> <p><u>Maximum of 50 points will be allocated.</u></p> <ol style="list-style-type: none"> 2) Total number of provinces/territories in which stakeholders/clients reside <p>Points allocated:</p>	83	



	<p><u>One (1) point per province and/or territory, for a maximum of 13 points.</u></p> <p>3) Method to be used to collect data nationally, provincially, and territorially.</p> <p>Points Allocated: up to 20 points. 5 points: method has undesirable risks 10 points: method is adequate (i.e., meet expectations and present a minimum of risks) 20 points: method exceeds expectations</p>		
Total points:		173	
Minimum Pass Mark:		120	

2. FINANCIAL CRITERIA

2.1 MANDATORY FINANCIAL CRITERIA

Bidders must provide financial details as requested in this appendix. Proposals which do not contain pricing details as requested below shall be considered incomplete and non-responsive.

2.1.1 FUNDING LIMITATION

The maximum funding available for the Contract resulting from the bid solicitation is:

- 2017-18: \$113,000 CAD (Applicable Taxes included)
- 2018-19: \$218,000 CAD (Applicable Taxes included)
- 2019-20: \$220,000 CAD (Applicable Taxes included)
- 2020-21: \$235,000 (CAD (Applicable Taxes included)

Bids valued in excess of these amounts for any given year will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

This maximum **included a) the Price to perform the Work, b) any Travel and Living and c) Miscellaneous Expenses that may be required.**

Any bids received in excess of this maximum funding will be automatically deemed non-responsive and will not be evaluated.



ANNEX "A" TO PART 3 – FINANCIAL PROPOSAL FORM

1. FIRM PRICE

Bidder tendered all-inclusive firm price to perform the work is Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

DESCRIPTION	FIRM PRICE (applicable taxes excluded)
Original Contract (Task 1 & 2)	\$ _____
Option Year 1 (Task 3)	\$ _____
Option Year 2 (Task 4)	\$ _____
Option Year 3 (Task 5)	\$ _____
Subtotal:	\$ _____
Total taxes:	\$ _____
Total Firm Price for Financial Proposal Evaluation:	\$ _____