



**REQUEST FOR STANDING OFFER
DEMANDE D'OFFRE À COMMANDE**

**Bid Receiving:
Réception de sousmission :**

Heritage Canada (acting as the bid receiving agent on behalf of the Department of Indian Affairs and Northern Development).
15 Eddy Street, 2nd Floor, Mailroom 2F1
Gatineau, QC
K1A 0M5

**REQUEST FOR STANDING OFFERS
DEMANDE D'OFFRES À COMMANDES**

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, représentée 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).

Vendor/Firm - Fournisseur/de l'entrepreneur

Name - Nom

Address - Adresse

Telephone Number - Numéro de téléphone

GST/HST Number - Numéro de la TPS/TVH

QST Number - Numéro de la TVQ

Title - Titre Strategic and Advisory Services related to Climate Change	
Solicitation Number - Numéro de l'invitation 1000191765	
Date (YYYYMMDD) - Date (AAAAMMJJ) 2017-09-26	
Solicitation Closes - L'invitation prend fin At - À 14:00	Time Zone - Fuseau horaire Eastern Standard Time (EST)
On (YYYYMMDD) - Le (AAAAMMJJ) 2017-11-06	
Standing Offer Authority - L'autorité d'offre à commande Name - Nom Céline Viner	
Telephone Number - Numéro de téléphone 819-994-7304	
Facsimile Number - Numéro de télécopieur 819-953-7721	
Email Address - Courriel celine.viner@aadnc-aandc.gc.ca	
Destination(s) of Services - Destination(s) des services Canada	
Security - Sécurité THIS REQUEST INCLUDES SECURITY PROVISIONS	
Instructions: See Herein - Voir aux présentes	
Delivery Required - Livraison exigée : See Herein - Voir aux présentes	
Person Authorized to sign on behalf of Vendor Personne autorisée à signer au nom du fournisseur/de l'entrepreneur Name - Nom	
Title - Titre	

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Solicitation No. – N° de l'invitation: 1000191765

TITLE: Strategic and Advisory Services related to Climate Change Adaptation in First Nation Communities South of 60° - Request for Standing Offer Agreement

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements Check List, Greening Government Operations, the Federal Contractors Program for Employment Equity – Certification, and any other annexes.

1.2 Summary

1.2.1 In order to ensure that DIAND has the timely and specialized expertise required to support the development of adaptation measures to address the impacts of Climate Change in First Nation Communities south of the 60th parallel, the Climate Change and Clean Energy Directorate (CCCED) of DIAND requires the services of Offerors capable of providing DIAND with Strategic, Advisory and Technical Services.

The overall objective of an Offeror's work will be to support program implementation and policy development surrounding Climate Change Adaptation activities nation-wide in First Nation communities south of the 60th parallel via the provision of:

- Technical services and advice; and
- Strategic program and policy analysis and advice.

The Standing Offer(s) period will be from award to March 31, 2020 inclusive with an additional two (2) one (1) year option periods.

1.2.2 "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).

1.2.3 "The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification."

1.2.4 For professional services, Offerors must provide the information requested, as described in section 2.3 of Part 2 of the Request for Standing Offer, in order to comply with Treasury Board policies and directives on contracts with Former Public Servant.

1.3 Security Requirement

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors must make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person as determined by Canada.

1.5 Office of the Procurement Ombudsman

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.

1.6 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.

1.7 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.

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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.

1.8 Key Terms

Refer to Statement of Work, Annex A, SW4.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO 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) "General Information", is amended as follows:

Delete: "One method of supply used by Public Works and Government Services Canada (PWGSC) to satisfy the requirements of departments and agencies is to arrange with suppliers to submit a standing offer to provide goods, services or both during a specified period. Specific departments and agencies are then authorized by PWGSC to make call-ups against the standing offer detailing the exact quantities of goods or level of services they wish to order at a particular time, during the effective period of the standing offer in accordance with the predetermined conditions.

The process normally starts with a Request for Standing Offers (RFSO) that suppliers may obtain through the Government Electronic Tendering Service (GETS). A RFSO is an invitation to suppliers to provide PWGSC with a standing offer. The quantity of goods, level of services and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to procure or contract for any goods, services or both. A standing offer is not a contract. The issuance by PWGSC of a Standing Offer and Call-up Authority to successful suppliers and to departments and agencies authorized to make call-ups does not constitute an agreement by Canada to order any or all of the goods, services or both offered. Departments and agencies may make one or several call-ups against a standing offer."

Insert: "One method of supply used by DIAND is to arrange with suppliers to submit a standing offer to provide goods and services or both during a specified period. Sections within DIAND can then make call-ups against the standing offer detailing the exact quantities of goods or level of services they wish to order at a particular time, during the effective period of the standing offer in accordance with the predetermined conditions.

The process normally starts with a Request for Standing Offers (RFSO) that suppliers may obtain through the Government Electronic Tendering Service (GETS). A RFSO is an invitation to suppliers to provide DIAND with a standing offer. The quantity of goods, level of services and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. A RFSO does not commit DIAND to authorize the utilization of a standing

offer or to procure or contract for any goods, services or both. A standing offer is not a contract. The issuance by DIAND of a Standing Offer and Call-up Authority to successful suppliers and to sections within the department to make call-ups does not constitute an agreement by Canada to order any or all of the goods, services or both offered. DIAND may make one or several call-ups against a standing offer."

- c) "Section 03 is amended as follows:
Delete: "Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16"
- d) Section 05, Subsection 2 is amended as follows and renumbered accordingly:
Delete: d. "send its offer only to PWGSC Bid Receiving Unit specified on page 1 of the RFSO or to the address specified in the RFSO. The facsimile number and related instructions for offers transmitted by facsimile are provided in section 08";
Insert: d. send its offer only to the Bid Receiving Address specified on page 1 of the RFSO;
Delete: e. "ensure that the Offeror's name, return address, RFSO number, and RFSO closing date and time are clearly visible on the envelope or the parcel(s) containing the offer"
- e) Section 05, Subsection 4 is amended as follows:
Delete: 60 days
Insert: 180 days
- f) Section 08 is amended as follows:
Delete: Subsections 1 - 3
Insert: Due to the nature of the RFSO, offers transmitted by facsimile to DIAND will not be accepted.
- g) Section 12, Subsection 1 is amended as follows and renumbered accordingly:
Delete:
a. the Offeror is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Offeror ineligible to submit an offer for the requirement;
b. an employee, or subcontractor included as part of the offer, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to submit an offer on the requirement, or the portion of the requirement the employee or subcontractor is to perform;
- h) Section 17 is amended as follows:, Subsection 1 c) is revised as follows:
Delete.

1. "A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit an offer together on a requirement. Offerors who submit an offer as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the offer, the Offeror must provide the information on request from the Standing Offer Authority.
3. The offer and any resulting standing offer 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 Standing Offer 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 RFSO and any resulting standing offer. If a standing offer is issued to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any contract resulting from a call-up against the standing offer."

Insert:

1. "A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit an offer together on a requirement. Offerors who submit an offer as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - 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;
 - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the offer, the Offeror must provide the information on request from the Standing Offer Authority.
3. The offer and any resulting standing offer must be signed by all the members of the joint venture. The Standing Offer 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 RFSO and any resulting standing offer. If a standing offer is issued to a joint venture, all members of the joint venture will be jointly and severally or solidarily

liable for the performance of any contract resulting from a call-up against the standing offer.”

i) Section 20 is amended as follows:

Delete: Subsection 2.

2.1.1 SACC Manual Clauses

M0019T (2007-05-25) Firm Price and/or Rates

M7035T (2013-07-10) List of Proposed Subcontractors

M0222T (2016-01-28) Evaluation of Price - Canadian/Foreign Offerors

2.2 Submission of Offers

2.2.1 Offers (and any amendments thereto) must be submitted only in hard copy to the Department of Indian Affairs and Northern Development (DIAND) Bid Receiving Address by the date, time and place indicated on page 1 of the RFSO document. DIAND will not assume responsibility for offers (and any amendments thereto) directed to any other locations. Offers submitted by any other means will not be accepted.

2.2.2 Due to enhanced security measures for visitors to the building, the Standing Offer Authority has made the necessary arrangements with the building security/Commissionaires to allow Offerors who choose to deliver their offers by hand, access to the Bid Receiving Address indicated on page 1 of the RFSO document during normal business hours (8:00 am to 4:00 pm).

2.2.3 Tender Envelope Submissions

Offerors must clearly identify on the envelope containing their offer, the following:

- **RFSO Number: 1000191765**
- **Contracting Authority: Céline Viner**
- **Closing Date: November 6, 2017**
- **Offeror's Name and Address**
- **“Offer Documents Enclosed”**

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

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"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 Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;

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

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

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.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) business days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Province of Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (four (4) hard copies)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer:

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

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

- 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Basis of Payment" detailed in Section 4 under, Evaluation Criteria. The total amount of Applicable Taxes must be shown separately.

3.1.1 Exchange Rate Fluctuation

C3011T 2016-11-06, Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information Required Prior to SOA Award

3.1.2 Offeror's Proposed Site(s) or Premises Requiring Safeguarding Measures

3.1.2.1 As indicated in Part 6 under Security Requirements, the Offeror must provide the full address of the Offeror's and proposed individual site or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.1.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

- 4.1.1.1 Bidders must ensure that their proposal provides sufficient evidence for the Department to assess the compliance of the proposal with the criteria listed in this RFSO. It is the sole responsibility of Bidders to provide sufficient information within their proposal to enable the Department to complete its evaluation.
- 4.1.1.2 Bidders must include any reference material they wish to be considered for evaluation within their Proposal. Any material or documents outside the Proposal shall not be considered (for example, should the Bidder wish to provide screen shots of its website, etc. for evaluation, copies or printouts of website material must be included within the Proposal). URL links to the Bidder's website will not be considered by DIAND Evaluation Committee.
- 4.1.1.3 In the case of Proposals submitted as a joint venture, the combined experience of the Parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.
- 4.1.1.4 Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a professional work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.
- 4.1.1.5 Bidders are advised that the experience is calculated as of the posting date of the RFSO. For example, if a given requirement states "The Bidder must have experience, within the last five (5) years", then the five (5) year period is calculated as of the posting date of the RFSO.
- 4.1.1.6 Selection and evaluation is based on a "rules of evidence" approach, such that the Bidder's Proposal is the sole demonstration of the Bidder's capacity to fulfill the requirement, as described within the RFSO. No prior knowledge of or experience with the Bidder on the part of DIAND Bid Evaluation Committee will be taken into consideration.
- 4.1.1.7 Bidders may propose against one (1) or both of the following work-streams:

Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES
Work Stream 2 - TECHNICAL ADVISORY SERVICES

Bidders **MUST** clearly identify within their Proposal which Work Stream(s) they are proposing against. To facilitate the evaluation process, for each Work Stream that is being proposed against, the Bidder **MUST** submit a **SEPARATE CHAPTER**.

- 4.1.1.8 Proposals will be evaluated as follows:

Each Proposal will be evaluated separately, against the Mandatory Requirements and Point-Rated Criteria for the Work Stream(s) for which the

Bidder has indicated it wishes to provide services. Within each Work Stream, the Selection and Evaluation Process for Proposals consists of the following three (3) stages:

- Stage 1 - Bidders will be evaluated on Mandatory Requirements **M1-M3**.
- Stage 2 - Bidders meeting ALL of **M1-M3** will be evaluated on the basis of Point-Rated Criteria **R1-R5**.
- Stage 3 - Bidders meeting the pass mark (70%) for Point-Rated Criteria **R1-R5** inclusive, will be evaluated on the basis of their Financial Proposal.

Bidders failing to meet any of the above will be deemed non-compliant and will be given no further consideration beyond that stage.

- 4.1.1.9 The following definitions apply to these Evaluation Criteria (for both Streams, Mandatory and Point-Rated):
- 4.1.1.10 "Must" refers to a requirement. Failure on the part of the Bidder to provide the information or demonstrate it meets a requirement expressed by "must" within its Proposal will result in the Proposal being deemed non-compliant and no further consideration given.
- 4.1.1.11 "Should" refers to a desired element. Failure on the part of the Bidder to provide the information requested by "should" within its Proposal or to demonstrate that it meets the element expressed by "should" may result in the Bidder receiving less than full points on any Point-Rated Criteria. Bidders are encouraged to address all elements expressed by "should".
- 4.1.1.12 Information will be considered "relevant" that has a bearing on or connection with work as described in the Statement of Work (SOW). The particular section(s) of the SOW that should be considered in determining what is "relevant" will be described in the applicable Criterion. In the event no particular section is mentioned, the Bidder should consider the SOW as a whole.
- 4.1.1.13 Information will be considered "similar" that has the same or some of the same characteristics to that mentioned within the SOW. The particular section(s) of the SOW that should be considered in determining what is "similar" will be described in the applicable Criterion. In the event no particular section is mentioned, the Bidder should consider the SOW as a whole.
- 4.1.1.14 Services in the "South" refer to those provided to any First Nation communities south of the 60th parallel.

4.1.2 MANDATORY REQUIREMENTS

Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES

Bidders' Proposals must meet all Mandatory Requirements for the proposal to be considered for further evaluation. Failure on the part of the Bidder to meet any one (1) of these requirements will result in their proposal being deemed non-compliant, with the proposal being given no further consideration.

Bidders are requested to address the following mandatory requirements for each of the work-streams in relation to which the Bidder as submitted a proposal. Each work stream will be evaluated separately.

Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p>M1. Corporate Profile</p> <p>1.1 The Bidder MUST provide a company profile and corporate resume demonstrating the Bidder's knowledge and experience in the provision of services relevant and similar to this work-stream as defined in the Statement of Work (SOW). At a minimum, the Bidder MUST include within the profile:</p> <ul style="list-style-type: none"> a) The full legal name of the firm submitting the Proposal (including, as applicable, all joint venture, partners or subcontractors); b) A written description of approximately 1000 words indicating the Bidder's capabilities as a firm, including the Bidder's resource availability and access to back-up resources, and the extent of the Bidder's experience in the provision of Strategic Program and Policy Advisory Services similar to those described in the work stream. This MUST include a description demonstrating the Bidder's experience and capability as a firm to provide services in Climate Change Adaptation in, and as related to First Nations in the South. 		
<p>M2. Project Summaries</p> <p>2.1 The Bidder MUST provide three (3) written project summaries describing in detail the Bidder's experience in successfully providing Strategic Program or Policy Advice services related to Climate Change Adaptation, relevant and similar to this work-stream as defined in the SOW. Projects MUST have taken place during the past five (5) years.</p> <p><i>* If more than three (3) projects are included within the Bidder's proposal, the Evaluation Committee will only consider the specified number of projects (no more than 3), in the order in which they are first presented in the Bidder's Proposal.</i></p> <p>2.2 The following factors MUST be met by at least one (1) project summary. Any single project may demonstrate more than one (1) of the following factors. Not all projects must demonstrate one (1) of the below, however, all factors below are required to be demonstrated by the three (3) project summaries:</p> <ul style="list-style-type: none"> a) At least one (1) project summary cited MUST demonstrate direct, 		

Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p>applied experience with Climate Change Studies relating to First Nations communities.</p> <p>b) At least one (1) project summary cited MUST demonstrate direct, applied experience working with First Nation communities in the South. This may include, but is not necessarily limited to, projects in which First Nations were directly consulted, projects completed for a First Nation, or projects that involved service delivery within a First Nation.</p> <p>c) At least one (1) project summary cited MUST demonstrate the provision of these services for a Federal Government client.</p> <p>2.3 The Bidder MUST provide the name and relevant contact information of the client project authority to whom the Bidder reported.</p> <p>a) The Bidder MUST include Project Reference Forms (see Appendix A) completed and signed by the named client project authority for each cited project. The Bidder MUST forward the Project Summary information to each refereeing client project authority, for completion of the Project Reference. The completed forms, duly signed by the referee must be submitted as part of the Bidder's Proposal. The Bidder MUST NOT sign reference forms on behalf of the referee.</p> <p><i>DIAND reserves the right to contact the named client project authority to verify the information contained within the submitted project summaries.</i></p> <p><i>In the event that any one (1) cited client reference provides a negative response in regard to the veracity and/or accuracy of the information contained within the Bidder's submitted project summary, DIAND reserves the right to deem the Bidder's proposal non-compliant, whereupon no further consideration will be given.</i></p> <p>2.4 The onus is on the Bidder to provide sufficient information to demonstrate it meets the above stated requirements. A simple reiteration of the contents of the RFSO will not be considered.</p>		
<p>M3. Proposed Resources</p> <p>3.1 The Bidder MUST propose a resource team to perform the work described within the work stream, composed of the following numbers and categories of resources:</p> <ul style="list-style-type: none"> • Two (2) Project Managers; • Two (2) Senior Analysts; • Two (2) Analysts; <p>The Bidder must include a detailed CV for each resource proposed.</p> <p><i>Named resources cannot be proposed in more than one (1)</i></p>		

Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p><i>Resource Category. Only two (2) resources will be evaluated per Category.</i></p> <p>If more than two (2) resources are proposed, the Evaluation Committee will only consider two (2) resources in the order in which they are first presented in the Bidder's proposal.</p> <p>3.2 Proposed resources MUST meet all of DIAND's minimum qualification requirements for the Resource Category in which they are proposed, as described in section SW7.2 'Resource Categories and Qualifications' of the SOW.</p> <p>3.3 At least one (1) resource of the Bidder's team in the Project Manager or Senior Analyst categories MUST be able to provide service in French. The Bidder MUST identify within its Proposal which of its resources are capable of providing the services in French.</p>		

4.1.3 POINT-RATED CRITERIA

Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES

Only those Proposals meeting ALL of the above Mandatory Requirements (**M1-M3**) for the Stream(s) in which it is proposing to provide Services will be deemed compliant and will be evaluated by DIAND Evaluation Committee on the basis of the Point-Rated Criteria.

Bidders **MUST** achieve a minimum percentage score of 70% overall on Point-Rated Criteria **R1-R5** in order to be evaluated on the basis of their Financial Proposal for the work stream.

Bidders failing to meet the minimum required score on the Point-Rated Criteria will be deemed non-compliant and given no further consideration.

Bidders are requested to address the following point-rated criteria related to the work-stream which the Bidder is requesting consideration. Each work stream will be evaluated separately.

STREAM 1 RATED CRITERIA	WEIGHT
<p>R1. Project Summaries</p> <p>Each of the three (3) project summaries submitted in response to Mandatory Requirement M2 will be evaluated on the basis of the cited project's relevance and similarity to the work-stream's services, as defined in the SOW.</p> <p>1.1 Two (2) points per project related to Strategic Program and Policy Advisory Services that was completed for a Federal Government client OR two (2) points per project that was completed for a First Nation in the South directly, as a client.</p> <p>1.2 Up to five (5) points per project that includes applied experience working with First Nations in the South. In this factor, experience must go beyond conducting indirect consultations. Experience may include, but is not necessarily limited to, conducting work within a First Nation community, in-person meetings with local leaders, or providing strategic advice on developing climate change adaptation measures. Points will be awarded as follows:</p> <p>Five (5) points/project = The experience of the Bidder working with more than one (1) First Nation in the South OR experience working with one First Nation in the South in multiple aspects related to Strategic Program and Policy Advisory Services is clearly demonstrated and well described.</p> <p>Three (3) points/project = The experience of the Bidder working with one First Nation in the South in one (1) aspect related to Strategic Program and Policy Advisory Services is clearly demonstrated and well described.</p> <p>One (1) point/project = The experience of the Bidder is identified but lacking in detail.</p> <p>0 points/project = Expertise not clearly demonstrated.</p> <p>1.3 Up to eight (8) points per project that clearly demonstrated expertise in climate change and Climate Change Adaptation issues, including, but not necessarily limited to, expert application of climate change tools and assessments. Points will be awarded as follows:</p> <p>Eight (8) points/project = The applied expertise of the Bidder in more than</p>	<p><i>34 points per project</i></p> <p>102 points in total</p>

STREAM 1 RATED CRITERIA	WEIGHT
<p>one relevant climate change and Climate Change Adaptation issue and expert application tools and assessments is clearly demonstrated and well described.</p> <p>Six (6) points/project = The applied expertise of the Bidder in one climate change and Climate Change Adaptation issue and expert application of at least one (1) tool or assessment is clearly demonstrated and well described.</p> <p>Four (4) points/project = The applied expertise of the Bidder in one climate change and Climate Change Adaptation issue is demonstrated. Expert application of at least one (1) tool or assessment is demonstrated.</p> <p>Two (2) points/project = The Bidder demonstrates only one issue, tool or assessment. The described application of expertise is lacking in detail.</p> <p>0 points/project = Expertise not clearly demonstrated.</p> <p>1.4 Up to five (5) points per project that involved advising on the development and implementation of Climate Change Adaptation programs, or directly developing and implementing Climate Change Adaptation programs. Points will be awarded as follows:</p> <p>Five (5) points/project = Project description is relevant to DIAND's requirements as described in the SOW. Experience in <u>development and implementation</u> of Climate Change Adaptation programs is clearly demonstrated and well described.</p> <p>Three (3) points/project = Project description is relevant to DIAND's requirements as described in the SOW. Experience in one (1) of <u>development or implementation</u> of Climate Change Adaptation programs is clearly demonstrated and well described.</p> <p>One (1) point/project = Project description is lacking in detail and the relevance of the experience is not fully described.</p> <p>0 points/project = Criterion not clearly demonstrated.</p> <p>1.5 Up to a maximum of six (6) points per project that involved the tasks below; up to one (1) point per task will be awarded (to a maximum of six (6) tasks).</p> <ul style="list-style-type: none"> a) Providing strategic advice in relation to Climate Change Adaptation activities. b) Developing, reviewing, or supporting the creation of vulnerability and risk assessments and adaptation plans as related to climate change. c) Supporting strategic priority identification and guidance. d) Providing strategic program and policy expertise, support and advice in relation to climate change and environmental data. e) Developing program-specific strategic planning and risk management frameworks. f) Developing program and business/operational plans, service delivery and monitoring frameworks, business cases, policies and strategic program directions. 	

STREAM 1 RATED CRITERIA	WEIGHT
<p>g) Developing training materials related to the program or specific projects.</p> <p>h) Assisting stakeholders in formulating adaptation priorities and objectives, and in developing strategic actions necessary to address those priorities.</p> <p>i) Supporting community engagement and partnerships as related to the program or specific projects.</p> <p>j) Delivering briefings and presentations to government and First Nation or Indigenous community stakeholders on program-related innovation, strategic directions, financing issues, and trends as they relate to Climate Change Adaptation activities to facilitate understanding and cooperation.</p> <p>1.6 Up to four (4) points per project for the performance and quality management approach and processes employed by the Bidder within the cited project, that demonstrably achieved and ensured high quality, reliability and effective services and deliverables, and that recognized and successfully countered any risks and constraints involved in the work. Points will be awarded as follows:</p> <p>Two (2) points = Bidder fully described its performance and quality management approach and processes that were used in the project including identification of their relevance to the project.</p> <p>Two (2) points = Bidder identified and qualified or quantified a risk/constraint involved in the work, and demonstrated how it was mitigated or avoided as a result of the Bidder's performance and quality management approach and processes.</p> <p>1.7 Up to four (4) points per project for the Bidder's named resources in compliance with M3, above, being engaged in the cited project in the category in which it is proposed. Within the four (4) points, two (2) points will be awarded for a named Project Manager, and one (1) point will be awarded for other Resources engaged in the project, up to four (4) Resources in total.</p>	

STREAM 1 RATED CRITERIA	WEIGHT
<p>R2. Proposed Resource Team</p> <p>The CVs of the Bidder's proposed resource team, as submitted in response to Mandatory Requirement M3, will be collectively evaluated on the extent and depth of relevant experience in the provision of services similar to DIAND's requirement as described within the work stream.</p> <p>2.1 The Resource Team demonstrates experience with federal government Treasury Board submissions, the Memoranda to Cabinet (MC) process, and policy making processes.</p> <p>Two (2) points will be awarded for each project a Resource has completed for a Federal Government client and involved supporting preparation of Treasury Board submissions and/or the Memoranda to Cabinet (MC) process and/or policy making processes, within the past ten (10) years. Up to a maximum of four (4) points will be awarded per Resource, up to ten (10) points in total.</p> <p>2.2 The Resource Team should demonstrate having applied experience with Climate Change Adaptation activities and issues, and expertise in climate change, Climate Change Adaptation, and related tools, approaches, and assessments.</p> <p>Two (2) points will be awarded for each project a Resource has completed that involved direct experience with and application of Climate Change Adaptation tools, approaches and assessments. Up to a maximum of eight (8) points will be awarded per Resource, up to forty (40) points in total.</p> <p>2.3 The Resource Team demonstrates experience advising on the development and implementation of programs related to Climate Change Adaptation.</p> <p>Two (2) points will be awarded for each project a Resource has completed involving the provision of advice on program development and implementation, within the past ten (10) years. Up to a maximum of four (4) points will be awarded per Resource, up to sixteen (16) points in total.</p> <p>2.4 The Resource Team demonstrates having experience working with First Nations in the South. Up to three (3) points will be awarded for each project a Resource has completed that involved direct experience with members of a First Nation or an Indigenous community in the South. Up to a maximum of nine (9) points will be awarded per Resource, up to twenty-seven (27) points in total.</p> <p>2.5 The Resource Team should demonstrate regional and local knowledge related to climate change and Climate Change Adaptation.</p> <p>Up to two (2) points will be awarded for each project a Resource has completed that demonstrates an understanding of climate change and Climate Change Adaptation issues and concerns in Canada in general, and within First Nations in the South specifically. Up to twelve (12) points in total (with no maximum per Resource).</p>	<p>105 points in total</p> <p><i>Points awarded on a Team basis.</i></p>
<p>R3. Approach and Methodology</p> <p>3.1 The Bidder's proposed Approach and Methodology will be rated against the Evaluation Factors below. The proposed Approach and Methodology should be</p>	<p>80 points in total</p>

STREAM 1 RATED CRITERIA	WEIGHT
<p>complete, feasible, responsive and consistent with DIAND's requirements as described in the SOW.</p> <p>The Bidder's proposed project delivery and management approach should be consistent with sound project and managerial structures.</p> <p>Up to thirty (30) points, with up to six (6) points per factor will be awarded for proposed project delivery and management approaches that clearly demonstrate the following, how they have been successfully applied in past projects, and how they will be successfully applied to DIAND's requirement:</p> <ul style="list-style-type: none"> a) A project delivery approach that will be applied to each DIAND call-up; b) Structure and management of the Bidder's proposed resource team, and how it is proposed to align with DIAND personnel (e.g. Project Authority, subject matter experts, senior management, Standing Offer Authority, etc.); c) Means of controlling time, cost, quality, and performance measures; d) Measures to be implemented to maintain project schedules, scope, resources; e) A method for the management of knowledge transfer to DIAND. <p>For each item (a) through (e), points will be awarded as follows:</p> <p>Six (6) points/item = The Bidder's approach to the item is thoroughly described, demonstrated to have been used successfully in past projects and the Bidder has clearly explained how it will result in positive outcomes for DIAND.</p> <p>Four (4) points/item = The Bidder's approach and its impacts are identified. The Bidder identifies where the approach has been used at least once in the past.</p> <p>Two (2) points/item = The description of the approach and its impacts is lacking in detail.</p> <p>0 points/item = Not addressed or not clearly demonstrated.</p> <p>3.2 The Bidder's proposed quality assurance methodology should be complete and sound as related to DIAND's requirement. Up to thirty (30) points, with up to fifteen (15) points per factor, will be awarded for quality assurance methodologies that include examples of the excellence of the methodology, how it is applied, and the outcome that will result. The Bidder should identify the top three (3) risks or constraints (in the Bidder's opinion) to the delivery of the services and how its quality assurance methodology would address these risks/constraints.</p> <ul style="list-style-type: none"> a) Methodology to achieve and ensure high quality, reliable and effective services and deliverables; <p>Points will be awarded as follows:</p> <p>Fifteen (15) points = The Bidder's quality assurance methodology is thoroughly described, including demonstration of strategies and tools. The methodology may be externally recognized (e.g. ISO, awards, etc.). The methodology is demonstrated to have been used successfully in past projects and the Bidder has clearly explained how</p>	

STREAM 1 RATED CRITERIA	WEIGHT
<p>it will be applied and how it will result in positive outcomes for DIAND.</p> <p>Twelve (12) points = The Bidder's quality assurance methodology is described. The methodology is demonstrated to have been used successfully in past projects and the Bidder has explained how it will be applied and how it will result in positive outcomes for DIAND.</p> <p>Eight (8) points = The Bidder's quality assurance methodology and its impacts are identified. The Bidder identifies where the methodology has been used at least once in the past.</p> <p>Four (4) points = The description of the methodology and its impacts is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>b) Recognition and successful countering of any risks and constraints anticipated to be involved in the work.</p> <p>Points will be awarded as follows:</p> <p>Fifteen (15) points = The Bidder identifies, qualifies and quantifies three (3) risks or constraints that are relevant to the services and that are likely to occur. The Bidder demonstrates through clear explanation how its quality assurance methodology will mitigate these risks/constraints and addresses any residual risk.</p> <p>Twelve (12) points = The Bidder identifies, qualifies and quantifies two (2) risks that are relevant to the services and that are likely to occur. The Bidder demonstrates through clear explanation how its quality assurance methodology will mitigate this risk/constraint and addresses any residual risk.</p> <p>Eight (8) points = The Bidder identifies one (1) or more potential risks/constraints at a high level. The Bidder describes how its methodology may mitigate the identified risk(s).</p> <p>Four (4) points = The description of the potential risks/constraints and the application of the methodology and its impacts is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>3.3 The Bidder's proposed reporting process should be efficient, consistent and sound. Up to twenty (20) points will be awarded for a reporting process that clearly demonstrate how the following will be addressed for DIAND's requirements:</p> <p>a) Effective and appropriate communication, including invoice reconciliation (up to six (6) points). Points will be awarded as follows:</p> <p>Six (6) points = Bidder's approach is thoroughly described addressing project and administrative communications, demonstrated to have been used successfully in past projects and the Bidder has clearly explained how it will result in positive outcomes for DIAND.</p> <p>Four (4) points = The Bidder's approach and its impacts are identified. The Bidder identifies where the approach has been used at least once in the past.</p> <p>Two (2) points = The description of the approach and its impacts is</p>	

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<p>lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>b) Providing a schedule and methods of communication that will establish regular contact with DIAND (up to seven (7) points).</p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = Bidder's schedule and methods of communication is thoroughly described at the SOA and Call-up level, and is demonstrated to have been used successfully in past projects. The Bidder has clearly explained how its approach will result in positive outcomes for DIAND.</p> <p>Four (4) points = The Bidder's schedule and methods of communication are identified. The Bidder identifies where the approach has been used at least once in the past.</p> <p>Two (2) points = The description of the schedule and methods of communication and potential impacts is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>c) Ensuring that DIAND is kept informed of the progress, challenges, and any issues which may arise during the course of any assigned work (up to seven (7) points).</p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = Bidder's approach is thoroughly described and is demonstrated to have been used successfully in past projects. The Bidder has clearly explained how its approach will result in positive outcomes for DIAND.</p> <p>Four (4) points = The Bidder's approach is identified. The Bidder identifies where the approach has been used at least once in the past.</p> <p>Two (2) points = The description of the approach and potential impacts is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p>	
<p>R4. Understanding of the Requirement</p> <p>The Bidder should provide a written description demonstrating its understanding of DIAND's requirement for Strategic Program and Policy Advisory Services. It should clearly demonstrate the Bidder's understanding of the scope, objectives, and context of DIAND's requirements.</p> <p>The Bidder should include a description of potential issues, risks, and challenges that could arise during the course of work under any resultant Call-up(s), along with demonstrated solutions successfully applied by the Bidder in past projects.</p> <p>The Bidder should demonstrate an informed and knowledgeable understanding of DIAND's requirements as set out in this RFSO. Any information that is a simple repetition of information found in this RFSO may result in no points being awarded for that information.</p>	<p>Up to 65 points</p>

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<p>The Bidder should clearly demonstrate a comprehensive understanding of the following:</p> <p>4.1 Climate Change Adaptation in Canada as it relates to communities and more particularly, First Nations communities in the South, up to Thirteen (13) points.</p> <p>Points will be awarded as follows:</p> <p>Thirteen (13) points = The Bidder demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Climate Change Adaptations in Canada for First Nations in the South. The Proposal references the Bidder's experience and expertise in the field. The Bidder describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Bidder in past projects for similar risks/challenges.</p> <p>Nine (9) points = The Bidder demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Climate Change Adaptations in Canada for First Nations in the South. The Proposal identifies, at a high level, the Bidder's experience and expertise in the field. The Bidder identifies a risk/challenge that is likely to arise and describes how it was addressed by the Bidder in past experience.</p> <p>Five (5) points = The Bidder demonstrates a basic understanding of the topic of Climate Change Adaptations in Canada for First Nations in the South. The Proposal may reference the Bidder's previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>4.2 Climate change tools, models, and approaches, and how they are and can be applied to the Canadian context in general, and First Nations communities specifically, up to Thirteen (13) points.</p> <p>Points will be awarded as follows:</p> <p>Thirteen (13) points = The Bidder demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Climate change tools, models, and approaches and their application to Canadian First Nations communities in the South. The Proposal references the Bidder's experience and expertise in the field. The Bidder describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Bidder in past projects for similar risks/challenges.</p> <p>Nine (9) points = The Bidder demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of a climate change tool, model, or approach and its application to Canadian First Nations communities. The Proposal identifies, at a high level, the Bidder's experience and expertise in the field. The Bidder identifies a risk/challenge that is likely to arise and describes how it was addressed by the Bidder in past experience.</p> <p>Five (5) points = The Bidder demonstrates a basic understanding of the topic of climate change tools, models, and approaches and their application to the Canadian context generally. The Proposal may reference the Bidder's previous experience. A risk and solution may be identified, but</p>	

STREAM 1 RATED CRITERIA	WEIGHT
<p>the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>4.3 Environmental and climate data, and how it applies to strategic program and policy, up to Thirteen (13) points.</p> <p>Points will be awarded as follows:</p> <p>Thirteen (13) points = The Bidder demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of environmental and climate data, and how it applies to strategic program and policy. The Proposal references the Bidder's experience and expertise in the field. The Bidder describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Bidder in past projects for similar risks/challenges.</p> <p>Nine (9) points = The Bidder demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of environmental and climate data, and how it applies to strategic program and policy. The Proposal identifies, at a high level, the Bidder's experience and expertise in the field. The Bidder identifies a risk/challenge that is likely to arise and describes how it was addressed by the Bidder in past experience.</p> <p>Five (5) points = The Bidder demonstrates a basic understanding of the topic of environmental and climate data. Its application to strategic program and policy may be unclear. The Proposal may reference the Bidder's previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>4.4 Developing training material for a variety of audiences, specifically including First Nations and Indigenous peoples, up to Thirteen (13) points.</p> <p>Points will be awarded as follows:</p> <p>Thirteen (13) points = The Bidder demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of developing training material for a variety of audiences, specifically including First Nations and Indigenous peoples. The Proposal references the Bidder's experience and expertise in the field. The Bidder describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Bidder in past projects for similar risks/challenges.</p> <p>Nine (9) points = The Bidder demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of developing training material for First Nations and Indigenous audiences. The Proposal identifies, at a high level, the Bidder's experience and expertise in the field. The Bidder identifies a risk/challenge that is likely to arise and describes how it was addressed by the Bidder in past experience.</p> <p>Five (5) points = The Bidder demonstrates a basic understanding of the topic of developing training material for a variety of audiences. The Proposal may reference the Bidder's previous experience. A risk and</p>	

STREAM 1 RATED CRITERIA	WEIGHT
<p>solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>4.5 The provision of services in First Nations communities in the South, and any unique considerations that could impact service provision in the South, up to Thirteen (13) points.</p> <p>Points will be awarded as follows:</p> <p>Thirteen (13) points = The Bidder demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of providing services in First Nations communities in the South. The Proposal references the Bidder's experience and expertise in the field. The Bidder describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Bidder in past projects for similar risks/challenges.</p> <p>Nine (9) points = The Bidder demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of providing services in First Nations communities in the South. The Proposal identifies, at a high level, the Bidder's experience and expertise in the field. The Bidder identifies a risk/challenge that is likely to arise and describes how it was addressed by the Bidder in past experience.</p> <p>Five (5) points = The Bidder demonstrates a basic understanding of the topic of providing services in First Nations communities. The Proposal may reference the Bidder's previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p>	
<p>R5. Proposal Quality</p> <p>5.1 Up to twenty-six (26) points will be awarded for presenting Proposals in a clear and logical fashion and in a manner which facilitates a clear and straightforward evaluation, based on the information requested in the RFSO as evidenced by the following:</p> <p>a) Up to ten (10) points for writing the narrative portions of the Proposal in a clear, concise, and logical fashion and limiting Proposal content to information requested.</p> <p>Points will be awarded as follows:</p> <p>Ten (10) points = Proposal content is clear and well written (e.g. grammar, syntax, spelling, etc.), with professional presentation. The Proposal responds logically to the requirements and does not contain marketing material.</p> <p>Seven (7) points = Proposal content is mostly clear and well written. The Proposal responds to the requirements and contains limited marketing material.</p> <p>Three (3) points = Proposal content is not clearly written. Content is included that does not clearly address the requirements.</p> <p>0 points = The Proposal is not clear and is difficult to understand.</p>	<p>26 points in total</p>

STREAM 1 RATED CRITERIA	WEIGHT
<p>b) Up to eight (8) points for ordering/structuring the Proposal to match the order and sequence of the Mandatory Requirements and Point-Rated Criteria within the RFSO.</p> <p>Proposals structured to follow the order of the evaluation criteria will receive eight (8) points. Two (2) points will be deducted for each requirement or criterion that is presented out of numeric sequence, to a maximum of four (4) deductions.</p> <p>c) Up to eight (8) points for highlighted information in Work Summaries, CVs, or elsewhere in the Proposal that is specifically relevant to an evaluation factor or minimum qualifications and ensuring any cross-references within the Proposal for highlighted information are easily identified and clearly found. For example, where the Offeror includes a table saying "evidence of R2 factor a) is on page 23," the information is found on page number 23, and is highlighted in a way that brings the evaluators' attention to the information (such as with a heading).</p> <p>Points will be awarded as follows:</p> <p>Eight (8) points = The Proposal contains highlighting, summary tables or cross-references to minimize duplication of content and facilitate review. References indicated in the Proposal are correct.</p> <p>Four (4) points = The Proposal contains highlighting, summary tables or cross-references. References indicated in the Proposal include some errors.</p> <p>0 points = The Proposal does not include any highlighting or cross-referencing and it is difficult to locate information that addresses the requirements.</p>	
TOTAL POSSIBLE SCORE	378
<p>REQUIRED PASS MARK:</p> <p>In order to continue to Financial Evaluation for the work stream, the Bidder must receive a pass mark of 70% on Point-Rated Criteria R1 to R5 inclusive. Proposals failing to meet this overall pass mark will be deemed non-compliant, with no further consideration being given.</p>	265/378

4.1.4 MANDATORY REQUIREMENTS

Work Stream 2 - TECHNICAL ADVISORY SERVICES

Bidders' Proposals must meet all Mandatory Requirements for the proposal to be considered for further evaluation. Failure on the part of the Bidder to meet any one (1) of these requirements will result in their proposal being deemed non-compliant, with the proposal being given no further consideration.

Bidders are requested to address the following mandatory requirements for each of the work-streams in relation to which the Bidder is requesting consideration. Each work stream will be evaluated separately.

Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p>M1. Corporate Profile</p> <p>1.1 The Bidder MUST provide a company profile and corporate resume demonstrating the Bidder's knowledge and experience in the provision of services relevant and similar to this work-stream as defined in the Statement of Work (SOW). At a minimum, the Bidder MUST include within the profile:</p> <ul style="list-style-type: none"> a) The full legal name of the firm submitting the Proposal (including, as applicable, all joint venture, partners or subcontractors); b) A written description of approximately 1000 words indicating the Bidder's capabilities as a firm, including the Bidder's resource availability and access to back-up resources, and the extent of the Bidder's experience in the provision of Technical Advisory Services similar to those described in the work stream. This MUST include a description demonstrating the Bidder's capability and experience as a firm to provide services in Climate Change Adaptation in, and as related to First Nations in the South. 		
<p>M2. Project Summaries</p> <p>2.1 The Bidder MUST provide three (3) written project summaries describing in detail the Bidder's experience in successfully providing services relevant and similar to this work-stream as defined in the SOW. Projects MUST have taken place during the past five (5) years.</p> <p><i>* If more than three (3) projects are included within the Bidder's proposal, the Evaluation Committee will only consider the specified number of projects (no more than 3), in the order in which they are first presented in the Bidder's Proposal.</i></p> <p>2.2 The following factors MUST be met by at least one (1) project summary. Any single project may demonstrate more than one (1) of the following factors. Not all projects must demonstrate one (1) of the below, however, all factors below are required to be demonstrated by the three (3) project summaries:</p> <ul style="list-style-type: none"> a) At least one (1) project summary cited MUST demonstrate direct, applied experience with Climate Change Studies, tools or assessments relating to First Nations communities. 		

Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p>b) At least one (1) project summary cited MUST describe the provision of these services for a Federal or Provincial Government client.</p> <p>c) At least one (1) project summary cited MUST demonstrate direct, applied experience working with First Nation communities in the South. This may include, but is not necessarily limited to, projects in which First Nations were directly consulted, projects completed for a First Nation, or projects that involved service delivery within a First Nation.</p> <p>2.3 The Bidder MUST provide the name and relevant contact information of the client project authority to whom the Bidder reported.</p> <p>a) The Bidder MUST include Project Reference Forms (see Appendix B) completed and signed by the named client project authority for each cited project. The Bidder MUST forward the Project Summary information to each refereeing client project authority, for completion of the Project Reference. The completed forms, duly signed by the referee must be submitted as part of the Bidder's Proposal. The Bidder MUST NOT sign reference forms on behalf of the referee.</p> <p><i>DIAND reserves the right to contact the named client project authority to verify the information contained within the submitted project summaries.</i></p> <p><i>In the event that any one (1) cited client reference provides a negative response in regard to the veracity and/or accuracy of the information contained within the Bidder's submitted project summary, DIAND reserves the right to will deem the Bidder's proposal non-compliant, whereupon no further consideration will be given.</i></p> <p>The onus is on the Bidder to provide sufficient information to demonstrate it meets the above stated requirements. A simple reiteration of the contents of the RFSO will not be considered.</p>		
<p>M3. Proposed Resources</p> <p>3.1 The Bidder MUST propose a resource team to perform the work described within the work stream, composed of the following numbers and categories of resources:</p> <ul style="list-style-type: none"> • Two (2) Project Managers; • Two (2) Senior Technical Specialists; and • Two (2) Technical Specialists. <p>The Bidder must include a detailed CV for each resource proposed.</p> <p><i>Named resources cannot be proposed in more than one (1) Resource Category. Only two (2) resources will be evaluated in each Category.</i></p> <p>If more than two (2) resources are proposed, the Evaluation</p>		

Mandatory Requirement	COMPLIANT (YES/NO)	Page #
<p>Committee will only consider two (2) resources in the order in which they are first presented in the Bidder's proposal.</p> <p>3.2 Proposed resources MUST meet all of DIAND's minimum qualification requirements for the Resource Category in which they are proposed, as described in section SW7.2 'Resource Categories and Qualifications' of the SOW.</p> <p>3.3 At least one (1) resource of the Bidder's team in the Project Manager or Senior Analyst categories MUST be able to provide service in French. The Bidder MUST identify within its Proposal which of its resources are capable of providing the services in French.</p>		

4.1.5 POINT-RATED CRITERIA

Only those Proposals meeting ALL of the above Mandatory Requirements (M1-M3) for the Stream(s) in which it is proposing to provide Services will be deemed compliant and will be evaluated by the DIAND Evaluation Committee on the basis of the Point-Rated Criteria.

Bidders **MUST** achieve a minimum percentage score of 70% overall on Point-Rated Criteria R1-R5 in order to be evaluated on the basis of their Financial Proposal for the work stream.

Bidders failing to meet the minimum required score on the Point-Rated Criteria will be deemed non-compliant and given no further consideration.

Bidders are requested to address the following point-rated criteria related to the work-stream which the Bidder is requesting consideration. Each work stream will be evaluated separately.

Unless otherwise indicated within specific criteria or factors, the following rating scale will be used throughout the point-rated evaluation criteria:

STREAM 2 RATED CRITERIA	WEIGHT
<p>R1. Project Summaries</p> <p>Each of the three (3) project summaries submitted in response to Mandatory Requirement M2 will be evaluated on the basis of the cited project's relevance and similarity to the work-stream's services, as defined in the SOW.</p> <p>1.1 Up to five (5) points per project that includes applied experience working in or with First Nations communities. In this factor, experience must go beyond conducting indirect consultations. Experience may include, but is not necessarily limited to, conducting work within a First Nation community, in-person meetings with local leaders, or providing technical expertise on developing climate change adaptation measures.</p> <p>Five (5) points/project = The experience of the Bidder working with more than one (1) First Nation in the South <u>OR</u> experience working with one First Nation in the South in multiple aspects is clearly demonstrated and well described.</p> <p>Three (3) points/project = The experience of the Bidder working with one</p>	<p><i>35 points per project</i></p> <p>105 points in total</p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>First Nation in the South in one (1) aspect is clearly demonstrated and well described.</p> <p>One (1) point/project = The experience of the Bidder is identified but lacking in detail.</p> <p>0 points/project = Expertise not clearly demonstrated.</p> <p>1.2 Up to a maximum of six (6) points per project that involved the provision of scientific technical advice related to climate change and Climate Change Adaptation activities and issues, in the following areas of expertise. One (1) point per task will be awarded (to a maximum of six (6) tasks):</p> <ul style="list-style-type: none"> a) Civil engineering designs, plans and specifications; b) Community and land use planning and infrastructure designs; c) Geosciences; d) Water quality improvement and management; e) Forestry and agriculture management; f) Climate change science; g) Coastal erosion; h) Food security. <p>1.3 Up to eight (8) points per project that clearly demonstrated expertise in climate change and Climate Change Adaptation issues, including, but not necessarily limited to, through expert application of climate change tools and technical assessments.</p> <p>Eight (8) points/project = The applied expertise of the Bidder in more than one relevant climate change and Climate Change Adaptation issue and expert application of tools and assessments is clearly demonstrated and well described.</p> <p>Six (6) points/project = The applied expertise of the Bidder in one climate change and Climate Change Adaptation issue and expert application of at least one (1) tool or assessment is clearly demonstrated and well described.</p> <p>Four (4) points/project = The applied expertise of the Bidder in one climate change and Climate Change Adaptation issue is demonstrated. Expert application of at least one (1) tool or assessment is demonstrated.</p> <p>Two (2) points/project = The Bidder demonstrates only one issue, tool or assessment. The described application of expertise is lacking in detail.</p> <p>0 points/project = Expertise not clearly demonstrated.</p> <p>1.4 Up to a maximum of eight (8) points per project that involved the tasks below; up to two (2) points per task will be awarded.</p> <ul style="list-style-type: none"> a) Provision of expertise in or conducting research on effective and appropriate Climate Change Adaption options such as infrastructure; b) Provision of expertise on specific Climate Change Adaptation tools; c) Analysis of new Climate Change Adaptation tools and approaches for 	

STREAM 2 RATED CRITERIA	WEIGHT
<p>vulnerability, and conduct risk assessments, adaptation assessments, and cost-benefit analyses for planning purpose;</p> <p>d) Assisting First Nation or Indigenous communities to adapt to a changing climate through knowledge transfer regarding new activities, tools and processes, or the development of standards, tools, products, procedures and management systems to manage, monitor and report on Climate Change Adaptation strategies;</p> <p>1.5 Up to four (4) points per project for the performance and quality management approach and processes employed by the Bidder within the cited project, that demonstrably achieved and ensured high quality, reliability and effective services and deliverables, and that recognized and successfully countered any risks and constraints involved in the work.</p> <p>Two (2) points = Bidder fully described its performance and quality management approach and processes that were used in the project including identification of their relevance to the project.</p> <p>Two (2) points = Bidder identified and qualified or quantified a risk/constraint involved in the work, and demonstrated how it was mitigated or avoided as a result of the Bidder's performance and quality management approach and processes.</p> <p>1.6 Up to four (4) points per project for the Bidder's named resources in compliance with M3, above, being engaged in the cited project in the category in which it is proposed. Within the four (4) points, two (2) points will be awarded for a named Project Manager, and one (1) point will be awarded for other Resources engaged in the project, up to four (4) Resources in total.</p>	
<p>R2. Proposed Resource Team</p> <p>The CVs of the Bidder's proposed resource team, as submitted in response to Mandatory Requirement M3, will be collectively evaluated on the extent and depth of relevant experience in the provision of services similar to DIAND's requirement as described within the work stream.</p> <p>2.1 The Resource Team should have experience providing scientific and technical advice in the following areas of expertise, as related to climate change and Climate Change Adaptation within the past ten (10) years. Each factor is valued at two (2) points. Points will be awarded up to twice per factor: where more than two (2) resources demonstrate a single factor, a maximum of four (4) points will be awarded. Up to a maximum of twenty-eight (28) will be awarded in total.</p> <ul style="list-style-type: none"> a) Civil engineering designs, plans and specifications; b) Community and land use planning and infrastructure designs; c) Geosciences; d) Water quality improvement and management; e) Forestry and agriculture management; f) Climate change science; 	<p>107 points in total</p> <p><i>Points awarded on a Team basis.</i></p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>g) Coastal erosion.</p> <p>2.2 The Resource Team should have applied experience with Climate Change Adaptation tools, approaches, and assessments.</p> <p>Two (2) points will be awarded for each project a Resource has completed that involved direct experience with and application of Climate Change Adaptation tools, approaches, and assessments. Up to a maximum of eight (8) points will be awarded per Resource, up to a maximum of forty (40) points in total.</p> <p>2.3 The Resource Team should have experience working with First Nation communities in the South. Up to three (3) points will be awarded for each project a Resource has completed that involved direct experience with members of a First Nation or Indigenous community in the South or direct experience in a First Nation or Indigenous community in the South. Up to a maximum of nine (9) points will be awarded per Resource, up to a maximum of twenty-seven (27) points in total.</p> <p>2.4 The Resource Team should have demonstrated regional and local knowledge related to climate change and Climate Change Adaptation.</p> <p>Up to two (2) points will be awarded for each project a Resource has completed that demonstrates an understanding of climate change and Climate Change Adaptation issues and concerns in Canada in general, and within First Nations in the South specifically. Up to a maximum of twelve (12) points in total (with no maximum per Resource).</p>	
<p>R3. Approach and Methodology</p> <p>The Bidder's proposed Approach and Methodology will be rated against the Evaluation Factors below. The proposed Approach and Methodology should be complete, feasible, responsive and consistent with DIAND's requirements as described in the SOW.</p> <p>The Bidder's proposed project delivery and management approach should be consistent with sound project and managerial structures. Up to thirty (30) points, with up to six (6) points per factor will be awarded for proposed project delivery and management approaches that clearly demonstrate the following, how they have been successfully applied in past projects, and how they will be successfully applied to DIAND's requirement:</p> <ul style="list-style-type: none"> a) A project delivery approach that will be applied to each DIAND call-up; b) Structure and management of the Bidder's proposed resource team, and how it is proposed to align with DIAND personnel (e.g. Project Authority, subject matter experts, senior management, Standing Offer Authority, etc.); c) Means of controlling time, cost, quality, and performance measures; d) Measures to be implemented to maintain project schedules, scope, resources; e) A method for the management of knowledge transfer to DIAND. <p>For each item (a) through (e), points will be awarded as follows:</p> <p>Six (6) points/item = The Bidder's approach to the item is thoroughly</p>	<p>80 points in total</p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>described, demonstrated to have been used successfully in past projects and the Bidder has clearly explained how it will result in positive outcomes for DIAND.</p> <p>Four (4) points/item = The Bidder's approach and its impacts are identified. The Bidder identifies where the approach has been used at least once in the past.</p> <p>Two (2) points/item = The description of the approach and its impacts is lacking in detail.</p> <p>0 points/item = Not addressed or not clearly demonstrated.</p> <p>3.2 The Bidder's proposed quality assurance methodology should be complete and sound as related to DIAND's requirement. Up to thirty (30) points, with up to fifteen (15) points per factor, will be awarded for quality assurance methodologies that include examples of the excellence of the methodology, how it is applied, and the outcome that will result, in the following areas. The Bidder should identify the top three (3) risks or constraints (in the Bidder's opinion) to the delivery of the services and how its quality assurance methodology would address these risks/constraints.</p> <p>a) Methodology to achieve and ensure high quality, reliable and effective services and deliverables.</p> <p>Points will be awarded as follows:</p> <p>Fifteen (15) points = The Bidder's quality assurance methodology is thoroughly described, including demonstration of strategies and tools. The methodology may be externally recognized (e.g. ISO, awards, etc.). The methodology is demonstrated to have been used successfully in past projects and the Bidder has clearly explained how it will be applied and how it will result in positive outcomes for DIAND.</p> <p>Twelve (12) points = The Bidder's quality assurance methodology is described. The methodology is demonstrated to have been used successfully in past projects and the Bidder has explained how it will be applied and how it will result in positive outcomes for DIAND.</p> <p>Eight (8) points = The Bidder's quality assurance methodology and its impacts are identified. The Bidder identifies where the methodology has been used at least once in the past.</p> <p>Four (4) points = The description of the methodology and its impacts is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>b) Recognition and successful countering of any risks and constraints anticipated to be involved in the work.</p> <p>Points will be awarded as follows:</p> <p>Fifteen (15) points = The Bidder identifies, qualifies and quantifies three (3) risks or constraints that are relevant to the services and that are likely to occur. The Bidder demonstrates through clear explanation how its quality assurance methodology will mitigate these risks/constraints and addresses any residual risk.</p> <p>Twelve (12) points = The Bidder identifies, qualifies and quantifies two</p>	

STREAM 2 RATED CRITERIA	WEIGHT
<p>(2) risks that are relevant to the services and that are likely to occur. The Bidder demonstrates through clear explanation how its quality assurance methodology will mitigate this risk/constraint and addresses any residual risk.</p> <p>Eight (8) points = The Bidder identifies one (1) or more potential risks/constraints at a high level. The Bidder describes how its methodology may mitigate the identified risk(s).</p> <p>Four (4) points = The description of the potential risks/constraints and the application of the methodology and its impacts is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>3.3 The Bidder's proposed reporting process should be efficient, consistent and sound. Up to twenty (20) points will be awarded for a reporting process that clearly demonstrate how the following will be addressed for DIAND's requirements:</p> <p>a) Effective and appropriate communication, including invoice reconciliation (up to six (6) points).</p> <p>Points will be awarded as follows:</p> <p>Six (6) points = Bidder's approach is thoroughly described addressing project and administrative communications, demonstrated to have been used successfully in past projects and the Bidder has clearly explained how it will result in positive outcomes for DIAND.</p> <p>Four (4) points = The Bidder's approach and its impacts are identified. The Bidder identifies where the approach has been used at least once in the past.</p> <p>Two (2) points = The description of the approach and its impacts is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>b) Providing a schedule and methods of communication that will establish regular contact with DIAND (up to seven (7) points).</p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = Bidder's schedule and methods of communication is thoroughly described at the SOA and Call-up level, and is demonstrated to have been used successfully in past projects (whether for DIAND or other clients). The Bidder has clearly explained how its approach will result in positive outcomes for DIAND.</p> <p>Four (4) points = The Bidder's schedule and methods of communication are identified. The Bidder identifies where the approach has been used at least once in the past.</p> <p>Two (2) points = The description of the schedule and methods of communication and potential impacts is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>c) Ensuring that DIAND is kept informed of the progress, challenges, and any issues which may arise during the course of any assigned work</p>	

STREAM 2 RATED CRITERIA	WEIGHT
<p>(up to seven (7) points).</p> <p>Points will be awarded as follows:</p> <p>Seven (7) points = Bidder's approach is thoroughly described and is demonstrated to have been used successfully in past projects (whether for DIAND or other clients). The Bidder has clearly explained how its approach will result in positive outcomes for DIAND.</p> <p>Four (4) points = The Bidder's approach is identified. The Bidder identifies where the approach has been used at least once in the past.</p> <p>Two (2) points = The description of the approach and potential impacts is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p>	
<p>R4. Understanding of the Requirement</p> <p>The Bidder should provide a written description demonstrating its understanding of DIAND's requirement for Technical Advisory Services. It should clearly demonstrate the Bidder understands of the scope, objectives, and context of DIAND's requirements.</p> <p>The Bidder should include a description of potential issues, risks, and challenges that could arise during the course of work under any resultant Call-up(s), along with demonstrated solutions successfully applied by the Bidder in past projects.</p> <p>The Bidder should demonstrate an informed and knowledgeable understanding of DIAND's requirements as set out below that goes beyond the information provided in the RFSO. Any information that is a simple repetition of information found in this RFSO may result in no points being awarded for that information.</p> <p>The Bidder should clearly demonstrate a comprehensive understanding of the following:</p> <p>4.1 Climate Change Adaptation in Canada as it relates to and more particularly, First Nations communities in the South, up to Fifteen (15) points.</p> <p>Points will be awarded as follows:</p> <p>Fifteen (15) points = The Bidder demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Climate Change Adaptations in Canada for First Nations in the South. The Proposal references the Bidder's experience and expertise in the field. The Bidder describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Bidder in past projects for similar risks/challenges.</p> <p>Ten (10) points = The Bidder demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of Climate Change Adaptations in Canada for First Nations in the South. The Proposal identifies, at a high level, the Bidder's experience and expertise in the field. The Bidder identifies a risk/challenge that is likely to arise and describes how it was addressed by the Bidder in past experience.</p> <p>Five (5) points = The Bidder demonstrates a basic understanding of the</p>	<p>Up to 60 points</p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>topic of Climate Change Adaptations in Canada for First Nations in the South. The Proposal may reference the Bidder's previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>4.2 Climate change tools, models, and approaches, and how they are and can be applied to the Canadian context in general, and First Nations communities specifically, up to Fifteen (15) points.</p> <p>Points will be awarded as follows:</p> <p>Fifteen (15) points = The Bidder demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of Climate change tools, models, and approaches and their application to Canadian First Nations communities in the South. The Proposal references the Bidder's experience and expertise in the field. The Bidder describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Bidder in past projects for similar risks/challenges.</p> <p>Ten (10) points = The Bidder demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of a climate change climate change tool, model, or approach and its application to Canadian First Nations communities. The Proposal identifies, at a high level, the Bidder's experience and expertise in the field. The Bidder identifies a risk/challenge that is likely to arise and describes how it was addressed by the Bidder in past experience.</p> <p>Five (5) points = The Bidder demonstrates a basic understanding of the topic of climate change tools, models, and approaches and their application to the Canadian context generally. The Proposal may reference the Bidder's previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>4.3 Environmental and climate data, and how it applies to the work, up to Fifteen (15) points.</p> <p>Points will be awarded as follows:</p> <p>Fifteen (15) points = The Bidder demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of environmental and climate data, and how it applies to strategic program and policy. The Proposal references the Bidder's experience and expertise in the field. The Bidder describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Bidder in past projects for similar risks/challenges.</p> <p>Ten (10) points = The Bidder demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of environmental and climate data, and how it applies to strategic program and policy. The Proposal identifies, at a high level, the Bidder's experience and expertise in the field. The Bidder identifies a risk/challenge that is likely to arise and describes how it was addressed by the Bidder in past experience.</p>	

STREAM 2 RATED CRITERIA	WEIGHT
<p>Five (5) points = The Bidder demonstrates a basic understanding of the topic of environmental and climate data. Its application to strategic program and policy may be unclear. The Proposal may reference the Bidder's previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p> <p>4.4 The provision of services in First Nations communities in the South, and any unique considerations that could impact service provision in the South, up to Fifteen (15) points.</p> <p>Points will be awarded as follows:</p> <p>Fifteen (15) points = The Bidder demonstrates a comprehensive understanding of the topic, including multiple relevant and specific examples of providing services in First Nations communities in the South. The Proposal references the Bidder's experience and expertise in the field. The Bidder describes, qualifies/quantifies risks/challenges that are likely to arise and demonstrates the application of solutions used by the Bidder in past projects for similar risks/challenges.</p> <p>Ten (10) points = The Bidder demonstrates a good understanding of the topic, including at least one (1) relevant and specific example of providing services in First Nations communities in the South. The Proposal identifies, at a high level, the Bidder's experience and expertise in the field. The Bidder identifies a risk/challenge that is likely to arise and describes how it was addressed by the Bidder in past experience.</p> <p>Five (5) points = The Bidder demonstrates a basic understanding of the topic of providing services in First Nations communities. The Proposal may reference the Bidder's previous experience. A risk and solution may be identified, but the response is lacking in detail.</p> <p>0 points = Not addressed or not clearly demonstrated.</p>	
<p>R5. Proposal Quality</p> <p>5.1 Up to twenty (20) points will be awarded for presenting Proposals in a clear and logical fashion and in a manner which facilitates a clear and straightforward evaluation, based on the information requested in the RFSO as evidenced by the following:</p> <p>a) Up to eight (8) points for writing the narrative portions of the Proposal in a clear, concise, and logical fashion and limiting Proposal content to information requested.</p> <p>Points will be awarded as follows:</p> <p>Eight (8) points = Proposal content is clear and well written (e.g. grammar, syntax, spelling, etc.), with professional presentation. The Proposal responds logically to the requirements and does not contain marketing material.</p> <p>Five (5) points = Proposal content is mostly clear and well written. The Proposal responds to the requirements and contains limited marketing material.</p>	<p>20 points in total</p>

STREAM 2 RATED CRITERIA	WEIGHT
<p>Three (3) points = Proposal content is not clearly written. Content is included that does not clearly address the requirements.</p> <p>0 points = The Proposal is not clear and is difficult to understand.</p> <p>b) Up to six (6) points for ordering/structuring the Proposal to match the order and sequence of the Mandatory Requirements and Point-Rated Criteria within the RFSO.</p> <p>Proposals structured to follow the order of the evaluation criteria will receive six (6) points. Two (2) points will be deducted for each requirement or criterion that is presented out of numeric sequence, to a maximum of three (3) deductions.</p> <p>c) Up to six (6) points for highlighted information in Work Summaries, CVs, or elsewhere in the Proposal that is specifically relevant to an evaluation factor or minimum qualifications and ensuring any cross-references within the Proposal for highlighted information are easily identified and clearly found. For example, where the Offeror includes a table saying "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).</p> <p>Points will be awarded as follows:</p> <p>Six (6) points = The Proposal contains highlighting, summary tables or cross-references to minimize duplication of content and facilitate review. References indicated in the Proposal are correct.</p> <p>Three (3) points = The Proposal contains highlighting, summary tables or cross-references. References indicated in the Proposal include some errors.</p> <p>0 points = The Proposal does not include any highlighting or cross-referencing and it is difficult to locate information that addresses the requirements.</p>	
TOTAL POSSIBLE SCORE	372
<p>REQUIRED PASS MARK:</p> <p>In order to continue to Financial Evaluation for the work stream, the Bidder must receive a pass mark of 70% on Point-Rated Criteria R1 to R5 inclusive. Proposals failing to meet this overall pass mark will be deemed non-compliant, with no further consideration being given.</p>	260/372

4.1.6 FINANCIAL EVALUATION

- 4.1.6.1 Bidders meeting ALL Mandatory Requirements and achieving at least the required minimum score on the Point-Rated Criteria will be evaluated on the basis of their Financial Proposal for the work stream.
- 4.1.6.2 The Financial Evaluation will be carried out by the Contracting Authority independent of the DIAND Evaluation Committee responsible for rating the Technical Proposal. Financial Proposals will be evaluated based on the methodology detailed below.
- 4.1.6.3 All of the information required in this section **MUST** appear in the Bidder's Financial Proposal ONLY. The Bidder's Financial Proposal **MUST** be submitted in a separate, sealed envelope from the Bidder's Technical Proposal. The Bidder's failure to comply with this condition will result in the Bidder's Proposal being declared non-compliant and being given no further consideration.
- 4.1.6.4 Failure on the part of the Bidder to provide the information required within the Financial Proposal Table(s) will result in DIAND deeming the Bidder's Proposal to be non-compliant, with the Proposal being given no further consideration by DIAND.
- 4.1.6.5 For each year of the SOA (including the option years), Bidders **MUST** provide a fixed all-inclusive per diem rate (\$CAD), based on a 7.5 hour day, for each Resource Category.
- 4.1.6.6 The fixed per diem rates **MUST** be inclusive of all payroll, overhead costs, administration or contract management required for the Bidder to complete the work under the SOA (note: the fixed all-inclusive per diem rate is not to be quoted as a range).
- 4.1.6.7 The Bidder's fixed all-inclusive per diem rates shall be exclusive of the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) and expenses. Any amounts for taxes will be added at time of Call-up. Any additional travel, living administrative or direct expenses, will be added by DIAND at time of Call-up.
- 4.1.6.8 M0068T (2007-05-25) Rates- Resources

Bidders **MUST** indicate the applicable all-inclusive fixed per diem rate for **each Resource Category**:

PROPOSED RESOURCE CATEGORY Work Stream 1	(A) PER DIEM RATES (CAD) SOA AWARD to March 31, 2019	(B) PER DIEM RATES (CAD) April 1, 2019 to March 31, 2020	(C) OPTION 1 PER DIEM RATES (CAD) April 1, 2020 to March 31, 2021	(D) OPTION 2 PER DIEM RATES (CAD) April 1, 2021 to March 31, 2022	(E) AVERAGE PER DIEM RATES* E = [(A+B+C+D)/5]
Project Manager	\$	\$	\$	\$	\$
Senior Analyst	\$	\$	\$	\$	\$
Analyst	\$	\$	\$	\$	\$
SUM AVERAGE PER DIEM RATE* (F) F = ΣE					\$

PROPOSED RESOURCE CATEGORY Work Stream 2	(A) PER DIEM RATES (CAD) SOA AWARD to March 31, 2019	(B) PER DIEM RATES (CAD) April 1, 2019 to March 31, 2020	(C) OPTION 1 PER DIEM RATES (CAD) April 1, 2020 to March 31, 2021	(D) OPTION 2 PER DIEM RATES (CAD) April 1, 2021 to March 31, 2022	(E) AVERAGE PER DIEM RATES* E = [(A+B+C+D)/5]
Project Manager	\$	\$	\$	\$	\$
Senior Technical Specialist	\$	\$	\$	\$	\$
Technical Specialist	\$	\$	\$	\$	\$
SUM AVERAGE PER DIEM RATE* (F) F = $\sum E$					\$

*DIAND will calculate.

- 4.1.6.9 Rates proposed for the option years must be equal or greater than rates proposed under the initial SOA period.
- 4.1.6.10 Within each work stream, full points (30/30) will be awarded to the Bidder with the lowest sum average per diem rate (F in the Table). Fewer points will be awarded to all other Bidders based on the percentage differential of their sum average per diem rate from that of the Bidder with the lowest, as follows:

$$\text{Financial Score} = \frac{\text{Lowest SUM AVERAGE PER DIEM RATE (\$)}}{\text{Bidder's SUM AVERAGE PER DIEM RATE}} \times 30 \text{ points}$$

4.2 BASIS OF SELECTION

- 4.2.1 SACC Manual Clause (2012-07-16) A0027T - Highest Combined Rating of Technical Merit and Price
- 4.2.2 Only compliant Proposals will be considered.
- 4.2.3 Only Proposals that have met all Mandatory Requirements, and have met the required pass mark for the Point-Rated Criteria will be evaluated on the basis of their Financial Proposal for the work stream. All Proposals will be rated on technical acceptability before the price is considered.
- 4.2.4 SOA(s) will be awarded per work stream based on a determination of Best Value taking into account both the technical merit of the Proposals and the Financial Evaluation. To arrive at an overall score achieved by a Bidder, a weighting has been established whereby technical merit will be valued at 70% of the Proposal and price will be valued at 30% of the Proposal. The Bidder(s) will be selected on the basis of the highest responsive combined rating of technical merit and price.
- 4.2.5 The calculation used to determine the Bidder's Total Score will be:
- 4.2.6 Bidder's Weighted Technical Score (out of 70 points) + Bidder's Financial Score (out of 30 points) = Bidder's Total Score (out of 100 points).
- 4.2.7 DIAND may award up to a total of two (2) SOAs per work stream as a result of this solicitation to the Bidder(s) representing Best Value, as determined in accordance with the Selection and Evaluation Criteria of this RFSO. **Best Value will be defined as the first highest Total Score.**
- 4.2.8 In the event that there is no SOA awarded under the companion Aboriginal Set-Aside solicitation 1000191766 INAC may award up to three (3) SOAs per work stream as a result of this solicitation to the Bidder(s) representing Best Value, as determined in accordance with the Selection and Evaluation Criteria of this RFSO. Best Value will then be defined as the three (3) highest total score(s).
- 4.2.9 In the event that more than one (1) Proposal receives the same Total Score, of those Proposals, the Proposal with the lower price will be considered to represent Best Value.

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed and signed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Offerors must submit the following duly completed certifications with their offer:

Certificate of Independent Bid Determination attached hereto as Annex "E".

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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

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bottom of the page of the Employment and Social Development Canada-Labour's website

(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 an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Education and Experience

SACC Manual Clause M3021T (2012-07-16) Education and Experience

5.2.3.2 Availability of Resources

SACC Manual Clause M3020T (2016-01-28) Status of Availability of Resources - Offer

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There are two (2) security requirements associated with the requirement as follow:

SRCL 1000191765/S

1. 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.
2. Prior to the commencement of the contract, 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**.
3. 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**.
4. 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.
5. The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List (attached hereto as Annex C); and
 - b. Government Security Policy (Latest Edition).
6. ***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:

- a. Name of Company, Address and Phone Number;
- b. Company Security Officer Name and Telephone Number;
- c. Security Screening or Clearance Certificate Number;
- d. Level of GoC Security Screening or Clearance;
- e. Origin of Security Screening or Clearance (Sponsoring Department/Agency); and
- f. Effective Date of Screening or Clearance.

For Contractors and Proposed Resources Not Currently in Possession of a Valid Government of Canada Security Screening, at a Minimum Level of Secret:

At the time of proposal submission, Bidders **MUST** complete and submit the following certification:

CERTIFICATION

If successful, as a duly authorized representative of (Enter Firm/Contractor Name) I do hereby certify that (Enter Firm/Contractor Name) and all proposed resources that are currently not in possession of a valid Government of Canada Security Screening at the minimum level of **Secret** agree to be sponsored by the Department to obtain the required Security Screening prior to providing services under any resulting contract.

Name of Duly Authorized Representative
(Print)

Signature of Duly Authorized
Representative

Title

Date

Prior to commencing work under the contract, for those Contractor resources **not** currently in possession of a valid Government of Canada Security Screening, the Department will require said company/resources to undergo the security screening process for the purposes of obtaining a valid Government of Canada (GoC) Security Screening at the level of **Secret through** the Canadian Industrial Security Directorate of Public Works and Government Services Canada.

This procedure is in accordance with the Departmental and *Policy on Government Security* (TBS July. 1, 2009), regarding the protection of Government information in contracting. The required form requests the minimum information required to obtain a Government of Canada **Secret clearance** security screening. The Bidder is **not** required to submit any personnel information and/or Personnel Screening Consent and Authorization Forms with its proposal. DIAND respects the privacy of Canadians; the information on this form is required for the purpose of providing security screening assessments. It is collected under the authority of the Security Policy of the Government of Canada and is protected by the provisions of the *Privacy Act* in institutions which are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to perform the contract work that is associated with this Personnel Screening Request. Failure on the part of the Bidder's resources to comply with these requirements will result in those resources being deemed non-compliant, with no further consideration given. Non-compliant resources will be deemed ineligible to complete any work associated with this contract.

SRCL 1000191765/T

1. Pursuant to the Policy Government Security, the nature of the services to be provided under this Supply Arrangement 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.
2. Prior to the commencement of the contract, 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 **Reliability Status**.
3. The Contractor and their personnel requiring access to **PROTECTED B** information, assets or sensitive work site(s) must each hold a valid Security Screening at the level of **Reliability Status**.
4. The Contractor **MUST NOT** possess or safeguard **PROTECTED** 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.

5. The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List (attached hereto as Annex C); and
 - b. Policy Government Security (Latest Edition)
6. ***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:

- a. Name of Company, Address and Phone Number;
- b. Company Security Officer Name and Telephone Number;
- c. Security Screening or Clearance Certificate Number;
- d. Level of GoC Security Screening or Clearance;
- e. Origin of Security Screening or Clearance (Sponsoring Department/Agency); and
- f. Effective Date of Screening or Clearance.

For Contractors and Proposed Resources Not Currently In Possession of a Valid Government of Canada Security Screening, at a Minimum Level of Reliability: At the time of proposal submission, Bidders **MUST** complete and submit the following certification:

CERTIFICATION	
<p>If successful, as a duly authorized representative of (Enter Firm/Contractor Name) I do hereby certify that (Enter Firm/Contractor Name) and all proposed resources that are currently not in possession of a valid Government of Canada Security Screening at the minimum level of Reliability Status agree to be sponsored by the Department to obtain the required Security Screening prior to providing services under any resulting contract.</p>	
<p>_____</p> <p>Name of Duly Authorized Representative</p> <p>(Print)</p>	<p>_____</p> <p>Signature of Duly Authorized Representative</p>
<p>_____</p> <p>Title</p>	<p>_____</p> <p>Date</p>

Prior to commencing work under the contract, for those Contractor resources **not** currently in possession of a valid Government of Canada Security Screening, the Department will require said company/resources to undergo the security screening process for the purposes of obtaining a valid Government of Canada (GoC) Security

Screening at the level of **Reliability Status** through the Canadian Industrial Security Directorate of Public Works and Government Services Canada.

This procedure is in accordance with the Departmental and *Policy on Government Security* (TBS July. 1, 2009), regarding the protection of Government information in contracting. The required form requests the minimum information required to obtain a Government of Canada **Reliability Status** security screening. The Bidder is **not** required to submit any personnel information and/or Personnel Screening Consent and Authorization Forms with its proposal. AANDC respects the privacy of Canadians, the information on this form is required for the purpose of providing security screening assessments. It is collected under the authority of the Policy Government Security and is protected by the provisions of the Privacy Act in institutions which are covered by the Privacy Act. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to perform the contract work that is associated with this Personnel Screening Request. Failure on the part of the Bidder's resources to comply with these requirements will result in those resources being deemed non-compliant, with no further consideration given. Non-compliant resources will be deemed ineligible to complete any work associated with this contract.

6.2 Insurance Requirements - Removed

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirement

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

SRCL 1000191765/S

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE #: 1000191765**

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, with approved Document Safeguarding 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 the CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET (and an IT Link at the level of PROTECTED B).
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 Check List and security guide (If applicable), attached at Annex
 - (b) Industrial Security Manual (Latest Edition).

SRCL 1000191765/R

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE # 1000191765-R**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the **PROTECTED B** level, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
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 Check List and security guide (if applicable), attached at Annex
 - (b) Industrial Security Manual (Latest Edition)

7.2.1.1 Offeror's Sites or Premises Requiring Safeguarding

- 7.2.1.2** Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- 7.2.1.3** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and individual(s) hold a valid security clearance at the required level.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer 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 1, is amended as follows:
- Delete: "Standing Offer Authority" means the person designated as such in the Standing Offer, or by notice to the Offeror, to act as the representative of Canada in the management of the Standing Offer. The Standing Offer Authority will issue a document called "Standing Offer and Call-up Authority" to authorize Identified Users to make call-ups against the Standing Offer and to notify the Offeror that authority to make call-ups against the Standing Offer has been given to Identified Users" .
- Insert: "Standing Offer Authority" means the person designated as such in the Standing Offer, or by notice to the Offeror, to act as the representative of Canada in the management of the Standing Offer.
- c) "Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16," is deleted from the text under Section 3.
- d) Section 5 is amended as follows:
- Delete: "If applicable, Identified Users will use the form specified in the Standing Offer to order goods, services or both. Goods, services or both may also be ordered by other methods such as telephone, facsimile or electronic means. With the exception of call-ups paid for with a Government of Canada acquisition card (credit card), call-ups made by telephone must be confirmed in writing on the document specified in the Standing Offer.
- Call-ups against the Standing Offer paid for with the Government of Canada acquisition card (credit card) at point of sale must be accorded the same prices and conditions as any other Call-up."
- Insert: "Identified Users will use the call-up procedures and call-up form specified in the Standing Offer to order services".

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from award to March 31, 2020 inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year option periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the Standing Offer.

7.4.4 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Céline Viner
Title: Senior Procurement Expert
Department of Indian Affairs and Northern Development
Directorate: Materiel and Assets Management Directorate
Address: 10 Wellington Street, 13th Floor
Gatineau, QC K1A 0H4

Telephone: 819-994-7304
Facsimile: 819-953-7721
E-mail address: celine.viner@aadnc-aandc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he/she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer. The Standing Offer Authority may also authorize a representative to act on his/her behalf as Standing Offer Authority or Contracting Authority.

7.5.2 Departmental Authority (will be identified at SOA award)

The Departmental Authority is:

Name: _____

Title: _____

Department of Indian Affairs and Northern Development

Directorate: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

The Departmental Authority is the individual responsible for requesting the establishment of the Standing Offer and for its administration. All requests to issue call-ups against the Standing Offer must be approved by the Departmental Authority.

7.5.3 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.4 Offeror's Representative (will be identified at SOA award)

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are employees of the Department of Indian Affairs and Northern Development Canada.

7.8 Number of Standing Offers

DIAND may award up to a total of two (2) Standing Offer Agreements (SOAs) across two (2) Streams, as follow:

Stream 1 – Strategic Program and Policy Advisory Services:

Highest Ranked Contractor:

Second Highest Ranked Contractor:

Stream 2 – Technical Advisory Services:

Highest Ranked Contractor:

Second Highest Ranked Contractor:

In the event that there is no SOA awarded under the companion Aboriginal Set-Aside solicitation 1000191766 INAC may award up to three (3) SOAs per work stream as a result of this solicitation to the Bidder(s) representing Best Value, as determined in accordance with the Selection and Evaluation Criteria of this RFSO.

7.9 Call-up Allocation and Procedures

7.9.1 Call-up Allocation

7.9.1.1 Call-ups against the Standing Offer will be issued by the Standing Offer Authority or the Project Authority (as applicable) on a proportional basis such that the highest-ranked Offeror receives the largest predetermined portion of the work; the second highest-ranked Offeror receives the second largest predetermined portion of the work, etc. as follows:

Stream 1 – Strategic Program and Policy Advisory Services:

Highest Ranked Offeror:	\$2,000,000.00
Second Highest Ranked Offeror:	\$1,800,000.00
Third Highest Ranked Offeror:	\$1,600,000.00 (If applicable)

Stream 2 – Technical Advisory Services:

Highest Ranked Offeror:	\$2,000,000.00
Second Highest Ranked Offeror:	\$1,800,000.00
Third Highest Ranked Offeror:	\$1,600,000.00 (If applicable)

If the number of compliant offers is less than indicated above, the allocation percentages will be adjusted accordingly. Call-up selection will be determined on a best suited basis.

7.9.1.2 The Departmental Authority will monitor call-up activities to ensure work is allocated in accordance with the predetermined work distribution.

7.9.2 Call-up Procedures

7.9.2.1 Offerors will be contacted directly as described in 7.9.1.1 above.

7.9.2.2 The Standing Offer Authority or the Project Authority (as applicable) will provide the Offeror with details of the Work activities to be performed within the scope of this Standing Offer including a description of the deliverables/reports to be submitted.

7.9.2.3 The Offeror will prepare and submit a proposal for the Work as required by the Standing Offer Authority. The proposal shall include a cost quotation established by utilizing the applicable rates as shown in the Basis of Payment, Annex "B", a schedule indicating completion dates for major Work activities and submission dates for deliverables/reports with supporting details. The proposal must be submitted to the Standing Offer Authority or the Project Authority (as applicable) within three (3) business days of receiving the request.

7.9.2.4 Failure by the Offeror to submit a proposal in accordance with the time frame specified in 7.9.2.3 above will be interpreted as the Offeror being unable to perform the services and will result in the setting aside of the Offer. The Offeror will then be by-passed and the Standing Offer Authority or the Project Authority (as applicable) will send the request to the next best-suited Offeror. This process will continue until the requirement can be fully addressed by an Offeror. Should no Offeror be able to provide the services requested, Canada reserves the right to procure the specified services by other contracting methods.

7.9.2.5 The Standing Offer Authority and the Project Authority reserve the right to request references from the available Offeror to conduct a reference check to verify the accuracy of similar work previously performed. Should the reference(s) provide negative feedback in relation to the information provided, the Standing Offer Authority or the Project Authority (as applicable) reserves the right to go to the next Offeror.

7.9.2.6 Upon acceptance by the Project Authority of the Offerors proposal for the services, the Offeror will be authorized by the Standing Offer Authority to proceed with the Work through the issuance of a duly completed and signed Call-up against a Standing Offer.

7.9.2.7 The Offeror shall not commence Work until the Call-up Against a Standing Offer has been signed by the Standing Offer Authority. The Offeror acknowledges that any and all Work performed in the absence of a Call-up Against a Standing Offer Agreement signed by the Standing Offer Authority will be undertaken at the Offeror's own risk, and Canada shall not be liable for payment therefor.

7.10 Call-up Instrument

The Work will be authorized or confirmed using form 942, Call-up Against a Standing Offer.

7.11 Limitation of Call-ups - removed

7.12 Financial Limitation – Removed

7.13 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 Call-up against the Standing Offer, including any Annexes;
- b) the articles of the Standing Offer;
- c) the General Conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- d) the Supplemental General Conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- e) the General Conditions 2010B (2016-04-04) Professional Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Greening Government Operations
- j) the Offeror's offer dated _____ as amended on _____. (to be identified at SOA award)

7.14 Certifications and Additional Information

7.14.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period.

7.15 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.(to be identified at SOA award).

7.16 SACC Manual Clauses

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C0705C (2010-01-11) Discretionary Audit

C2000C (2007-11-30) Taxes - Foreign-based Contractor

M3020C (2016-01-28) Status of Availability of Resources- Standing Offer

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 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:

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.

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7.2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

7.3. Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.4. 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.

7.5 Payment

7.5.1 Basis of Payment

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

7.5.2 Limitation of Expenditure – Professional Fees

For the work described in the Statement of Work in Annex A, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ _____ Applicable taxes are extra. (to be identified at SOA award).

7.5.3 Limitation of Expenditure - Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travelers", rather than those referring to "employees" to a limitation of expenditure of \$ _____ (Applicable taxes included) (to be identified at SOA award).

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

7.5.4 Travel Time

Rates are inclusive of any time spent traveling from the Contractor's work location to a specific pre-authorized work assignment that is 100 kilometers or less.

Time spent by a Contractor traveling to and from specific pre-authorized work assignments where the distance is more than 100 kilometers from the Contractor's work location may be billed at 50% of the Contractor's per diem or hourly rate.

Where the time traveled is more or less than a day, per diem rates will be converted to hourly rates based on a 7.5 day when calculating reimbursement costs.

7.5.5 Limitation of Expenditure - 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 \$ _____** (Applicable taxes included) (to be identified at SOA award).

7.5.6 Canada's Total Liability – Professional Fees, Travel and Living Expenses and Direct Expenses

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____
Applicable Taxes are extra on professional fees only (To be identified at SOA award).
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.

7.5.7 Method of Payment

One of the following methods of payment will form part of the resulting Contract:

7.5.7.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the call-up if:

- a. an accurate and complete invoice and any other documents required by the call-up have been submitted in accordance with the invoicing instructions provided in the call-up;
- b. all such documents have been verified by Canada; and
- c. the Work delivered has been accepted by Canada.

7.5.7.2 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 call-up if:

- a. an accurate and complete invoice and any other documents required by the call-up have been submitted in accordance with the invoicing instructions provided in the call-up;
- b. all such documents have been verified by Canada; and
- c. the Work performed has been accepted by Canada.

OR

7.5.7.3 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the call-up, no more than once a month, for cost incurred in the performance of the Work, up to _____ percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form INTER-10-671E (<http://www.aadnc-aandc.gc.ca/eng/1424900123351/1424900152662>), Claim for Progress Payment, and any other document required by the call-up have been submitted in accordance with the invoicing instructions provided in the call-up;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed _____ percent of the total amount to be paid under the call-up;
 - d. all certificates appearing on form INTER-10-671E have been signed by the respective authorized representatives.
2. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the call-up from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.5.8 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.

7.5.9 Payment by Credit Card - Removed

7.5.10 T1204 - Direct Request By Department

7.5.10.1 Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5th 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.

7.5.10.2 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).

7.6 Invoicing Instructions

One of the following invoicing instructions will form part of the resulting Contract:

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions and under subsection 7.2.1 c) and d) of this contract. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

2. Invoices must be forwarded to the address shown on page 1 of the Contract for certification and payment.

OR

1. The Contractor must submit a claim for payment using form INTER-10-671E (<http://www.aadnc-aandc.gc.ca/eng/1424900123351/1424900152662>), Claim for Progress Payment.

Each claim must show:

- a. all information required on form INTER-10-671E;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions and under subsection 7.2.1 c) and d) of this contract;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;
- e. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
 3. The Contractor must prepare and certify one (1) copy of the claim on form INTER-10-671E, and forward it to the address shown on page 1 of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the claim to Cost Center Manager for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

OR

1. The Contractor must submit a claim for payment using form INTER-10-671E (<http://www.aadnc-aandc.gc.ca/eng/1424900123351/1424900152662>), Claim for Progress Payment.

Each claim must show:

- a. all information required on form INTER-10-671E;
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions and under subsection 7.2.1 c) and d) of this contract;
 - c. a list of all expenses;
 - d. expenditures plus pro-rated profit or fee;
 - e. the description and value of the milestone claimed as detailed in the Contract.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
 3. The Contractor must prepare and certify one (1) copy of the claim on form INTER-10-671E, and forward it the address shown on page 1 of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the claim to their Cost Center Manager for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

OR

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions and under subsection 7.2.1 c) and d) of this contract along with the _____ (*insert "monthly" or "bi-monthly" or "quarterly"*) maintenance report described in _____ (*insert "the Statement of Work" or "article _____"*) of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:
 - a. One (1) copy of the invoices and _____ (*insert "monthly" or "bi-monthly" or "quarterly"*) maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance

SACC Manual clause G1005C Insurance – No Specific Requirement

7.8 SACC Manual Clauses - Removed

7.9 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.

7.10 Federal Contractors Program for Employment Equity - Default by the Contractor - removed

7.11 Joint Venture

- 7.11.1 The joint venture (the "Joint Venture") is comprised of the following members:

[List Joint Venture members]

- 7.11.2 _____ 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 this Contract;

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

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- 7.11.4** The payment of moneys under the Contract to the Lead Member will act as a release from all the members of the Joint Venture;
- 7.11.5** 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
- 7.11.6** All members of the Joint Venture are jointly and severally or solidarily liable for the performance of the Contract.

APPENDIX "A"

Project Summary Reference Form: Stream 1: Strategic Program and Policy Advisory Services

Work Stream 1: Strategic Program and Policy Advisory Services	Bidder Name:	
M2 REFERENCE FORM	Project # and Name:	
Name of Firm that worked on and invoiced the Project		
Please respond Yes or No to each of the following:		
1. Did the Bidder meet the following critical factors?		
a. Completed the Project on time:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
b. Stayed within Budget:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
c. Met all the project objectives:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
d. Complied with the terms of the Statement of Work:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
2. Was the Bidder primarily responsible for...		
a. ...the completion of the Project?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
b. ...directly managing the Project?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
3. Did the Bidder provide...		
a. ...personnel on time to begin the project?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
b. ...qualified personnel?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	

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<p>c. ...continuity of assigned personnel for the duration of the project?</p>	<p><input type="checkbox"/> Yes OR <input type="checkbox"/> No</p>
<p>d. ...quality and complete deliverables?</p>	<p><input type="checkbox"/> Yes OR <input type="checkbox"/> No</p>
<p>e. ...accurate and relevant services in respect of the scope of the project?</p>	<p><input type="checkbox"/> Yes OR <input type="checkbox"/> No</p>
<p>4. Would you retain the services of this Bidder again?</p>	<p><input type="checkbox"/> Yes OR <input type="checkbox"/> No</p>
<p>5. As the "Referee" providing this reference, I have read the Project Summary attached to this Reference form, and agree with the description of the work conducted by the Bidder for the project.</p>	<p><input type="checkbox"/> Yes OR <input type="checkbox"/> No</p>
<p>Please complete and sign the following:</p>	
<p>Client Name:</p>	<p>Reference</p>
<p>Title:</p>	<p>_____</p>
<p>Organization Name:</p>	<p>_____</p>
<p>Telephone:</p>	<p>_____</p>
<p>Signature:</p>	<p>_____</p>
<p>Date:</p>	<p>_____</p>

APPENDIX "B"

Project Summary Reference Form: Stream 2: Technical Advisory Services

Work Stream 2: Technical Advisory Services	Bidder Name:	
M2 REFERENCE FORM	Project # and Name:	
Name of Firm that worked on and invoiced the Project		
Please respond Yes or No to each of the following:		
1. Did the Bidder meet the following critical factors?		
a. Completed the Project on time:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
b. Stayed within Budget:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
c. Met all the project objectives:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
d. Complied with the terms of the Statement of Work:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
2. Was the Bidder primarily responsible for...		
e. ...the completion of the Project?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
f. ...directly managing the Project?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
3. Did the Bidder provide...		
g. ...personnel on time to begin the project?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	
h. ...qualified personnel?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No	

i. ...continuity of assigned personnel for the duration of the project?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No
j. ...quality and complete deliverables?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No
k. ...accurate and relevant services in respect of the scope of the project?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No
4. Would you retain the services of this Bidder again?	<input type="checkbox"/> Yes OR <input type="checkbox"/> No
5. As the "Referee" providing this reference, I have read the Project Summary attached to this Reference form, and agree with the description of the work conducted by the Bidder for the project.	<input type="checkbox"/> Yes OR <input type="checkbox"/> No
Please complete and sign the following:	
Client Name:	Reference
Title:	
Organization Name:	
Telephone:	
Signature:	
Date:	

ANNEX "A"

STATEMENT OF WORK

SW1 TITLE

Strategic and Advisory Services related to Climate Change Adaptation in First Nation Communities South of 60° – Standing Offer Agreement

SW2 BACKGROUND

Climate Change Adaptation

Since 2001, Indigenous and Northern Affairs Canada (DIAND) has worked with First Nation, Indigenous and Northern communities through climate change programs to address both short-term and long-term Climate Change Adaptation and energy-related issues. From 2008-2016, DIAND has been working with communities to understand and address climate change impacts and adaptation under the Climate Adaptation and Resilience Program. This program provided funding support to First Nation, Indigenous and Northern communities, as well as territorial governments, to enable the assessment of climate change impacts and planning for adaptation. First Nation, Indigenous and Northern communities face many challenges including managing the impacts of a changing climate, addressing the high and often fluctuating costs of energy, and promoting sustainable development that balances consideration of environmental, social and economic well-being. Indigenous and Northern communities in Canada are particularly vulnerable due to factors such as remoteness and DIAND accessibility, cold climate, aging and inefficient infrastructure, and reliance on diesel for electricity generation and space heating.

Many First Nation, Indigenous and Northern communities are monitoring and addressing the effects of climate change. They are increasing their resilience and adaptive capacities to the changing climate and are developing and implementing renewable energy projects to reduce their reliance on diesel.

Budgets 2016 and 2017 announced funding for new Climate Change Adaptation programs, which include:

- **First Nation Adapt:** The program works with First Nation communities located below the 60th parallel to assess and respond to climate change impacts on community infrastructure and emergency management. The program works with communities to identify region-specific priorities, impacts, and opportunities for climate change projects. The program prioritizes First Nation communities most impacted by climate change related to sea level rise, flooding, forest fires, and winter road failures. These disruptive and costly impacts present significant challenges to meeting First Nation communities' infrastructure needs. The program provides support for communities to address one or more of the following types of projects:
 - vulnerability assessments of climate change impacts on community infrastructure or emergency management;
 - development and assessment of adaptation options; and
 - cost benefit analysis of adaptation options.

Additional information about the program is available online at: <http://www.aadnc-aandc.gc.ca/eng/1488827717559/1488827830169>.

- **Flood plain Mapping:** The program will support efforts to effectively reduce flood risk long-term for First Nation communities, by supporting their participation in regional watershed management approaches, generating flood data using climate projections, and developing community-based flood plain maps.

- **Indigenous Community-based Climate Monitoring:** The program will collect climate data at the community level and facilitate the integration of the information into regional, national and international monitoring initiatives; contribute to advancing the integration of Traditional Knowledge within western science; and will develop community capacity and leadership in addressing climate change impacts.

These programs will continue to build on the interest and momentum of the previous program, but the ultimate goal is to build community resilience to priority climate change impacts. DIAND will take a collaborative approach, working with provincial and territorial and Indigenous governments, First Nations, communities and Indigenous organizations to identify climate change impacts and provide support in the development and implementation of adaptation programs and projects.

SW3 OBJECTIVE

- 3.1 In order to ensure that DIAND has the timely and specialized expertise required to support the development of adaptation measures to address the impacts of Climate Change in First Nation Communities south of the 60th parallel, the Climate Change and Clean Energy Directorate (CCCED) of DIAND requires the services of Offerors capable of providing DIAND with Strategic and Advisory Services.
- 3.2 The overall objective of a Offeror's work will be to support program implementation and policy development surrounding Climate Change Adaptation activities nation-wide in First Nation communities south of the 60th parallel via the provision of:
- Technical services and advice; and
 - Strategic program and policy analysis and advice.

SW4 DEFINITIONS

- 4.1 The following list of definitions and acronyms is not exhaustive, but rather is intended to ensure clarity of understanding of critical terms used within the Statement of Work (SOW).

TERM/ACRONYM	DEFINITION
Call-Up (Contract)	Under a valid SOA, a document prepared by DIAND and issued by the Contracting Authority to the Offeror, through which DIAND will acquire the required services. It will contain requirements for the provision of said services, which will be consistent with the Statement of Work, and may consist of any combination of the required services listed herein. Upon acceptance of the Call-up by the Offeror, the Call-up forms a binding contractual commitment.
CCCED	Climate Change and Clean Energy Directorate.
Climate Change Adaptation	Climate change adaptation refers to any activity or adjustment in natural or human systems to cope with or reduce the negative impacts of climate change and/or position communities to take advantage of new opportunities that may be presented. The goals of adaptation may include 1) alleviating current impacts; 2) reducing sensitivity and exposure to climate-related hazards; and 3) increasing resiliency to climatic and non-climatic stressors. Successful adaptation does not mean that negative impacts will not occur, only that they will be less severe than would be experienced had no adaptation occurred.

TERM/ACRONYM	DEFINITION
Climate Change Studies	Applied research and assessment to better understand a community's vulnerability to climate change, assessment of adaptation options, and the costs and benefits of taking action or not. Studies may consider the nature, extent and anticipated future impact of climate change. Studies may include "desktop" study (e.g. document review) or field work (e.g. data collection), analysis and recommendations. Studies include reference and citations from authoritative sources.
DIAND	Indigenous and Northern Affairs Canada.
NCR	National Capital Region.
Offeror	The qualified supplier selected pursuant to the competitive selection process, eligible to be considered for any resulting Call-ups.
Project Authority	A person, occupying a specific position within DIAND or fulfilling a specific organizational function, who is responsible for administration and management of any Call-ups and monitoring the supplier's execution of the work under the SOA, as well as acting as a single point of contact on behalf of DIAND.
South	When used to describe where work may take place, "South" refers to any First Nations communities within DIAND's mandate located south of the 60th parallel.
Standing Offer Agreement (SOA)	An overarching agreement between DIAND and a qualified supplier to provide services on an as-and-when-required basis. An SOA does not constitute a Contract. Individual service requirements will be initiated via a Call-up document duly authorized by the DIAND Project Authority.
Standing Offer Authority	The Standing Offer Authority will be the sole authority on behalf of Canada for the administration of the SOA. Any changes to the SOA must be authorized in writing by the Standing Offer Authority. The Offeror is not to perform work in excess of or outside the scope of the SOA based on written requests from any government personnel other than the Standing Offer Authority. The Standing Offer Authority for this requirement will be identified upon Award.

SW5 DESCRIPTION AND SCOPE OF WORK

- 5.1 Offerors qualified under the Standing Offer Agreement (SOA) shall support the CCCED with the provision of services in relation to one (1) or both of the streams of work below.
- 5.2 **Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES**
- 5.2.1 The Offeror shall hold and maintain expertise in, experience with and knowledge of First Nation communities across Canada within its qualified Resources.
- 5.2.2 As described in any resultant Call-up(s) issued by DIAND, the Offeror shall:
- a) Provide strategic advice on the management of the program, and on specific projects.
 - b) Provide strategic advice in relation to Climate Change Adaptation activities in First Nation communities.
 - c) Develop, review, or support the creation of vulnerability and risk assessments and adaptation plans as related to Climate Change in the First Nation communities.
 - d) Support Strategic Priority identification and guidance.
 - e) Coordinate project activities in the First Nation communities.

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- f) Provide strategic program and policy expertise, support and advice in relation to climate change and environmental data.
- g) Provide expertise in adaptation issues and solution options.
- h) Develop program-specific strategic planning and risk management frameworks.
- i) Develop program and business/operational plans, service delivery and monitoring frameworks, business cases, policies and strategic program directions.
- j) Advise on the preparation and implementation of major strategies to support ministerial, departmental, sector and program priorities and initiatives.
- k) Contribute to the development and implementation of strategic policies, advice, tools, and services related to Climate Change Adaptation activities and issues South of 60° nation-wide.
- l) Draft briefings, and provide input to position papers, and recommendations for DIAND senior management.
- m) Develop training materials related to the program or specific projects.
- n) Deliver program or project workshops.
- o) Support preparation of Treasury Board submissions, Memoranda to Cabinet (MC) process and policy making processes.
- p) Advise on Climate Change Adaptation trends and issues; and deliver presentations and briefings on alternative strategies and innovative approaches.
- q) Assist stakeholders in formulating adaptation priorities and objectives, and in developing strategic actions necessary to address those priorities.
- r) Support community engagement and partnerships as related to the program or specific projects.
- s) Deliver briefings and presentations to government and First Nation community stakeholders on program-related innovation, strategic directions, financing issues, and trends as they relate to Climate Change Adaptation activities to facilitate understanding and cooperation.
- t) Assess program risk and provide advice to stakeholders on business improvement options and strategies to improve access to programming.
- u) Provide other Strategic Program and Policy Advisory Services in areas related to Climate Change Adaptation activities and issues and their impact on First Nation communities, as required.

5.3 Work Stream 2 - TECHNICAL ADVISORY SERVICES

- 5.3.1 The Offeror shall hold and maintain expertise in and technical understanding of environmental and climate data gathering and analyses, and Climate Change tools and assessments, including how they are applied in general, how they may be applied to First Nation communities specifically, and why a specific tool may be relevant to a particular situation.
- 5.3.2 "Tools" below may include, but are not necessarily limited to, engineering, modelling, and climate data tools and other methodologies as related to Climate Change Adaptation.
- 5.3.3 As described in any resultant Call-up(s) issued by DIAND, the Offeror shall:
 - a) Provide expertise in and conduct research on effective and appropriate adaptation options, such as infrastructure for First Nation communities.

- b) Provide expertise on specific Climate Change Adaptation tools, including reporting on or analyzing how existing tools may be modified or adapted for First Nation communities, and how an individual tool is relevant to the specific situation.
- c) Analyze new Climate Change Adaptation tools and approaches for vulnerability, and conduct risk assessments, adaptation assessments, and cost-benefit analyses.
- d) Gather environment and climate data in order to increase CCCED's knowledge-based on climate change in general as well as how First Nation communities are adapting.
- e) Provide expertise in environmental data, including climate and environmental data gathering and analysis expertise, support and advice.
- f) Provide technical advice on strategies for projects and issues occurring in one (1) or more locations south of 60° nation-wide, assess and review the technical aspects of deliverables, project proposals and/or sites, and provide technical input.
- g) Provide technical advice to First Nation communities related to the exploration of Climate Change Adaptation activities, technologies and practices.
- h) Assist First Nation communities adapt to a changing climate through:
 - knowledge transfer regarding new activities, tools and processes; and
 - development of standards, tools, products, procedures and management systems to manage, monitor and report on Climate Change Adaptation strategies.
- i) Provide technical advice in First Nation communities by working with local decision makers to develop construction designs adapted to local conditions, such as, but not necessarily limited to, methods of reducing heat transfer and utilization of proper building orientation, and climate-appropriate building material.
- j) Provide scientific technical advice related to Climate Change Adaptation activities and issues occurring in one (1) or more locations nation-wide involving, but not limited to:
 - Civil engineering designs, plans and specifications;
 - Community and land use planning and infrastructure designs;
 - Geosciences;
 - Water quality improvement and management;
 - Forestry and agriculture management;
 - Climate change science; and
 - Coastal erosion.
- k) Provide other Technical Advisory Services in areas related to Climate Change Adaptation activities and issues and their impact on First Nation communities, as required.

SW6 DELIVERABLES

- 6.1 Deliverables will be specified within each Call-up issued under the terms and conditions of the SOA. However, the Offeror may expect to submit to the Project Authority any combination of the work described herein. The scope of work attached to each Call-up shall identify the particular deliverable(s), tasks, and other relevant areas of consideration that are required to be implemented by the Offeror in the provision of services.

6.2 Specific deliverables and service requirements may include, but are not limited to, any combination of the following:

6.2.1 Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES

- a) Written strategic advice, analysis and recommendations;
- b) Knowledge transfer and workshops, which may include document development, or facilitation or delivery of workshops;
- c) Reports, briefings and presentations;
- d) Project proposal/site assessments;
- e) Implementation support;
- f) Management support on key issues;
- g) Program development;
- h) Risk management strategies;
- i) Communication strategies at the community level;
- j) Tools, standards and protocols;
- k) Provide training;
- l) Other related deliverables.

6.2.2 Work Stream 2 - TECHNICAL ADVISORY SERVICES

- a) Written technical advice, analysis and recommendations;
- b) Knowledge transfer and workshops, which may include document development, or facilitation or delivery of workshops;
- c) Reports, briefings and presentations;
- d) Project proposal/site assessments;
- e) Implementation support;
- f) Management support on key issues;
- g) Risk management strategies;
- h) Climate change tool assessments;
- i) Environmental data, including data collection plans and analysis;
- j) Tools, standards and protocols;
- k) Provide training;
- l) Other related deliverables.

6.3 The Offeror shall ensure that all reports and document-based deliverables under a Call-up are provided in a format compatible with DIAND's standard desktop processing software, currently, Microsoft Office Suite (Word, Excel, and PowerPoint), and that final drafts of all deliverables be provided in MS Word compatible format and PDF format, at a minimum, unless otherwise specified in the Call-up.

SW7 OFFEROR RESOURCE REQUIREMENTS

7.1 Deployed Resources shall meet or exceed the stated minimum qualifications and required experience, as defined herein, for the Resource Category in which they are to

perform the work, as identified in the Call-up and as accepted by the DIAND Project Authority, in order to deliver service to DIAND in accordance with the SOA.

7.2 Resource Categories and Qualifications

The following tables define the minimum qualifications relevant to each Resource Category identified as necessary by DIAND under each work stream for the provision of Strategic and Advisory Services related to Climate Change Adaptation in First Nation communities:

Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES	
Resource Category	Minimum Resource Qualifications
Project Manager	<ol style="list-style-type: none"> 1. Five (5) years of formal work experience managing projects relating to environmental policy review and development in the past ten (10) years. 2. Undergraduate degree OR two (2) years of additional formal work experience in an applicable field such as: <ul style="list-style-type: none"> • Engineering • Public Administration • Environmental Sciences or Studies • Community and Land Use Planning • Geosciences • Social Sciences • Economics or Accounting
Senior Analyst	<ol style="list-style-type: none"> 1. Five (5) years of formal work experience providing strategic analysis and advisory services on projects relating to environmental policy review and development, and climate change or Climate Change Adaptation, in the past ten (10) years. 2. Undergraduate degree OR two (2) years of additional formal work experience in an applicable field such as: <ul style="list-style-type: none"> • Engineering • Environmental Sciences or Studies • Community and Land Use Planning • Geosciences • Social Sciences • Economics or Accounting
Analyst	<ol style="list-style-type: none"> 1. Two (2) years of formal work experience providing strategic analysis and advisory services on projects relating to environmental policy review and development and climate change or Climate Change Adaptation, in the past five (5) years. 2. Undergraduate degree OR two (2) years of additional formal work experience in an applicable field such as:

Work Stream 1 - STRATEGIC PROGRAM AND POLICY ADVISORY SERVICES	
Resource Category	Minimum Resource Qualifications
	<ul style="list-style-type: none"> • Engineering • Environmental Sciences or Studies • Community and Land Use Planning • Geosciences • Social Sciences • Economics or Accounting

Work Stream 2 - TECHNICAL ADVISORY SERVICES	
Resource Category	Minimum Resource Qualifications
Project Manager	<ol style="list-style-type: none"> 1. Five (5) years of formal work experience managing projects relating to environmental proposal and site assessment and design and climate change or Climate Change Adaptation, in the past ten (10) years. 2. Undergraduate degree OR two (2) years of additional formal work experience in an applicable field such as: <ul style="list-style-type: none"> • Engineering • Environmental Sciences or Studies • Community and Land Use Planning • Geosciences • Social Sciences, e.g. Geography
Senior Technical Specialist	<ol style="list-style-type: none"> 1. Five (5) years of formal work experience providing technical analysis and advisory services on projects relating to environmental proposal and site assessment and design and climate change or Climate Change Adaptation, in the past ten (10) years. 2. Undergraduate degree OR two (2) years of additional formal work experience in an applicable field such as: <ul style="list-style-type: none"> • Engineering • Environmental Sciences or Studies • Community and Land Use Planning • Geosciences • Social Sciences, e.g. Geography
Technical Specialist	<ol style="list-style-type: none"> 1. Two (2) years of formal work experience providing technical analysis and advisory services on projects relating to environmental proposal and site assessment and design related to Climate Change

Work Stream 2 - TECHNICAL ADVISORY SERVICES	
Resource Category	Minimum Resource Qualifications
	<p>Adaptation, in the past five (5) years.</p> <p>2. Undergraduate degree OR two (2) years of additional formal work experience in an applicable field such as:</p> <ul style="list-style-type: none"> • Engineering • Environmental Sciences or Studies • Community and Land Use Planning • Geosciences • Social Sciences, e.g. Geography

7.3 In addition to the above, the Offeror shall provide an Account Manager / Representative that shall be the Offeror's primary point of contact for SOA/Call-up/contract management purposes.

7.4 Resource Replacement

7.4.1 The Offeror shall provide the services of the resources named in its Proposal to perform the work, unless the Offeror is unable to do so for reasons beyond his/her control.

7.4.2 Resource replacement may be undertaken by the Offeror on a case-by-case basis for extenuating circumstances only, and only with prior written approval from the DIAND Project Authority.

7.4.3 Any cost associated with the replacement of a resource shall be entirely at the Offeror's expense.

7.4.4 The Offeror shall notify DIAND Project Authority, in writing, of the reason for the unavailability of the named resource. The Offeror shall then provide to the Project Authority the name and detailed curriculum vitae (CV) of the qualifications and experience of the proposed replacement resource.

7.4.5 In addition of the SACC Manual Clauses M3020C, the Offeror shall be responsible for providing a replacement resource at the same cost, who shall be of equivalent or greater abilities or attainments of those obtained for the original resource proposed.

7.4.6 Under no circumstances shall the Offeror allow performance of the services by a replacement resource that has not been duly authorized by DIAND Project Authority.

7.5 Resource Addition

7.5.1 Offerors may, as required and as approved by DIAND, add qualified resources to its SOA, as necessary.

7.5.2 At DIAND's request, Offerors wishing to add Resources should submit the names and CVs of resources capable of providing service to DIAND.

7.5.3 DIAND will evaluate the CVs of each of the resources named by the Offeror on the basis of the minimum qualifications and resource requirements outlined in the SOW.

7.5.4 The Offeror's existing rates for given resource categories will be applied to any additional resources approved to be added to the Offeror's SOA.

SW8 PERFORMANCE STANDARDS

8.1 In providing Strategic and Advisory Services to DIAND, the Offeror shall, at a minimum, conform to the following performance standards and quality assurance requirements:

8.1.1 Time Management

At the issuance of each Call-up, DIAND will establish with the Offeror a schedule of milestones and reporting for the work to be completed on the basis of its congruence with the conditions of the Call-up. The Offeror shall deliver the services by the deadlines established by DIAND Project Authority, as specified within the Call-up. Every effort will be made by DIAND to provide the Offeror with reasonable deadlines.

8.1.2 Quality Assurance

The Offeror shall apply a rigorous quality assurance methodology to ensure the quality and completeness of all deliverables submitted and the accuracy and relevancy of all services provided in respect of the scope of the project.

8.1.3 Service Delivery

The management by the Offeror of service delivery to DIAND in relation to any Call-up shall be undertaken in accordance with all applicable Acts, Codes, Departmental and/or federal government regulations, policies and procedures.

8.1.4 Offeror Conduct

The Offeror shall, at all times, conduct itself and ensure the performance of its personnel in accordance with the terms and conditions of the SOA and any resulting Call-up, and in accordance with the *Code of Conduct for Procurement* (www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html).

SW9 REPORTING REQUIREMENTS

9.1 Reporting requirements, including timing and format, will be specified within the Call-up, and may include, but are not limited to, any of the following:

- a) Periodic time-sheets;
- b) Standard invoices in accordance with Departmental procedures and content requirements prescribed by DIAND;
- c) Financial/costing reports;
- d) Written progress and/or status reports relating to the delivery of specific services and completion of assigned tasks; and
- e) Other related reporting.

9.2 The Offeror shall provide other ad hoc written or oral status updates upon request from DIAND Project Authority in relation to any and all Call-up(s) issued to the Offeror.

9.3 It is the responsibility of the Offeror to facilitate and maintain regular communication with DIAND Project Authority. In addition, the Offeror shall immediately notify the Project Authority of any issues, problems, or areas of concern in relation to any work completed under the Call-up as they arise.

SW10 RISKS AND CONSTRAINTS

10.1 Work conducted under the SOA may require the Offeror and deployed resources to work on site at construction sites. It is therefore the responsibility of the Offeror to consider any and all risks to health, safety, and welfare. DIAND is not responsible to recompense for personal or property injury to the Offeror and deployed resources, while acting in an official capacity, throughout the duration of the SOA.

- 10.2 Work under the SOA may involve travel and work in remote locations. As outlined in the *Isolated Posts and Government Housing Directive* (www.njc-cnm.gc.ca/directive/index.php?did=4&lang=eng), work in these areas may result in changes in climate, cost of living, service provision and accessibility, and other unforeseen changes in condition from the Offeror's and deployed resources' initial location of work and residence.
- 10.3 To support the attainment of a comprehensive understanding of the issues associated with established Climate Change Adaptation activities and plans, the work to be undertaken may require the Offeror to access proprietary information during the review process. The Offeror shall therefore maintain the confidentiality of all information, documents, and material, whether in oral, written, or machine readable form furnished by DIAND and shall not communicate such information, documents or materials to any third party without the prior consent of DIAND.
- 10.4 Due to any perceived or real conflict of interest, any Offeror having any association with consultants or Offerors involved in other aspects of work for a particular First Nation or community may not be eligible to review that work under any future Call-up related to the community. DIAND has determined that any such decision will be made on a case-by-case basis.
- 10.5 It is the Offeror's responsibility to notify DIAND Project Authority immediately in the event that the Offeror believes it is in a position of real or apparent conflict of interest prior to work commencement, and should any interest so arise over the course of a Call-up.

SW11 OFFEROR RESPONSIBILITIES

- 11.1 In fulfilling the terms and conditions of the resulting SOA and any resultant Call-up, the Offeror shall:
- 11.1.1 Provide an Account Manager to act as a Single Point of Contact between the Department and the Offeror for contract management and administration, as well as concerns and issues.
- 11.1.2 Ensure the Offeror's Project Manager and/or senior level resource attends an initial planning meeting with DIAND Project Authority to confirm Offeror and Program expectations.
- 11.1.3 Provide a project charter, including roles of both the Offeror and the Department, a work plan, schedule and confirmation of any previously provided estimates of all costs/prices, prior to the commencement of work on any Call-up.
- 11.1.4 Be available for meetings and inquiries relating to the administration of the Contract and for progress and status updates within regular working hours (i.e. Monday to Friday, 08:00 to 17:00 Eastern Time), at a minimum.
- 11.1.5 Be in possession of all the required software and tools required to complete the work.
- 11.1.6 Be capable of commencing work within seven (7) calendar days following receipt of a Call-up and be available for the completion of the entire Call-up.
- 11.1.7 Confirm with DIAND Project Authority, in writing, the receipt and successful completion of all Call-up requests.
- 11.1.8 Work in conjunction and close contact with DIAND personnel to ensure that DIAND personnel acquire all appropriate expertise and knowledge transfer from the Offeror.
- 11.1.9 Complete assigned work according to pre-defined schedules and standards.
- 11.1.10 As required, liaise with DIAND Project Authority and any stakeholders identified by the Project Authority for meetings, project reviews and other related project management activities.

SW12 GOVERNMENT SUPPORT

- 12.1 As required for the Offeror's completion of work, DIAND will provide:
- 12.1.1 The Call-up(s) via e-mail, facsimile or mail, which will contain the instructions for the services required.
 - 12.1.2 Access to DIAND's facilities and/or the Project Authority and/or DIAND personnel for meetings, consultations, and information.
 - 12.1.3 Access to relevant documentation and reference materials to which the Offeror would not otherwise have access.
 - 12.1.4 Review of submissions and the provision of comments/suggested revisions, in a timely manner.
 - 12.1.5 Other assistance and support as deemed appropriate by DIAND.

SW13 LOCATION OF WORK AND TRAVEL

- 13.1 Unless on-site work and/or meetings at DIAND premises is required by the specific demands of a Call-up, the Offeror shall conduct work at its own premises, and provide its own equipment, software, and tools necessary for the performance of the tasks outlined in the SOW and any resultant Call-ups.
- 13.2 The primary area of service delivery will be DIAND Headquarters, located in the National Capital Region (NCR). DIAND is not responsible for the Offeror's travel and associated costs between the Offeror's regular business facility and DIAND's facilities in the NCR.
- 13.3 All travel outside of the NCR requested by DIAND related to work under a Call-up must be authorized in advance by DIAND Project Authority and will be reimbursed as per the current Treasury Board Travel Directive (www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv-eng.asp).

SW14 LANGUAGE OF WORK

- 14.1 As a department of the federal government, DIAND is required under the *Official Languages Act* to provide its services in either Official Language of Canada. The Offeror shall be capable of providing services in English or French or both.
- 14.2 Language requirements will be dictated by the work requirements of individual Call-ups.

ANNEX "B"

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the call-up, the Contractor will be paid all-inclusive per diem rates stipulated in the call-up as indicated below:

RESOURCE CATEGORY Work Stream 1	PER DIEM RATES (CAD) SOA AWARD to March 31, 2019	PER DIEM RATES (CAD) April 1, 2019 to March 31, 2020	OPTION 1 PER DIEM RATES (CAD) April 1, 2020 to March 31, 2021	OPTION 2 PER DIEM RATES (CAD) April 1, 2021 to March 31, 2022
Project Manager	\$	\$	\$	\$
Senior Analyst	\$	\$	\$	\$
Analyst	\$	\$	\$	\$

RESOURCE CATEGORY Work Stream 2	PER DIEM RATES (CAD) SOA AWARD to March 31, 2019	PER DIEM RATES (CAD) April 1, 2019 to March 31, 2020	OPTION 1 PER DIEM RATES (CAD) April 1, 2020 to March 31, 2021	OPTION 2 PER DIEM RATES (CAD) April 1, 2021 to March 31, 2022
Project Manager	\$	\$	\$	\$
Senior Technical Specialist	\$	\$	\$	\$
Technical Specialist	\$	\$	\$	\$

ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST AND IT SECURITY SAFEGUARD REQUIREMENTS



Government of Canada / Gouvernement du Canada

1000191765

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Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
 LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

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 Security
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 Technical Advisory Services - South-Open			
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? No access to 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"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays	Specify country(ies): / Préciser le(s) pays:	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 A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

YBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





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Security Classification / Classification de sécurité UNCLASSIFIED

PART A - GENERAL / PARTIE A - GÉNÉRAL

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

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 - SAFETY AND SUPPLY / PARTIE C - MESURES DE PROTECTION POUR LES BIENS

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?
La 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, end/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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat 1000191785
Security Classification / Classification de sécurité UNCLASSIFIED

PART II (continued) PARTIE II (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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	Protected / Protégé			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Avenir / Renseignements / Éléments					✓											
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).





Contract Number / Numéro du contrat 1000191765/R
Security Classification / Classification de sécurité UNCLASSIFIED

**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 NAO/ENR/CCED/FNA
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 Strategic, Advisory and Technical Services		
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
5. 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? No access to 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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Contract Number / Numéro du contrat 1000191765/R
Security Classification / Classification de sécurité UNCLASSIFIED

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 Yes
Non 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 Yes
Non 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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<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"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS 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 Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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 Yes
Non 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 Yes
Non Oui



Contract Number / Numéro du contrat
1000191765/R
Security Classification / Classification de sécurité UNCLASSIFIED

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	NATO	NATO	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
							RESTRICTED	CONFIDENTIAL	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

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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

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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).



Indigenous and
Northern Affairs Canada

Affaires autochtones
et du Nord Canada

IT Security Safeguard Requirements

Contractor Name **RFSO**

Contract Number **1000191765**

Document Number:

Document Version Number:

Date: **June 13, 2017**

Designation: **UNCLASSIFIED**



Canada

Overview

In accordance with the Security Requirement Checklist (SRCL) for contract 1000191765, the contractor will access, store and transmit up to Secret data. It is the contractor's responsibility to ensure that this information remains secure at all times by complying with the Treasury Board's Policy on Government Security (PGS) (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=16578>), the Management of Information Technology Security Standard (MITS) (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12328§ion=text>) and Indigenous and Northern Affairs Canada's (INAC) Information Security Requirements listed within this document.

Public Services and Procurement Canada (PSPC) may perform a site inspection to confirm and certify that the contractor meets these requirements. Items of non-compliance will be noted and communicated to the contractor and INAC for immediate action.

The contractor will be provided a copy of this document and will therefore be aware of these security requirements as well as his or her responsibility to:

- Comply with these requirements;
- Immediately report the loss or theft of any media devices containing INAC data to INAC's Departmental Security Officer;
- Notify INAC's Departmental Security Officer regarding any security breach or suspected security breach which could impact INAC data; and
- Inform all staff who will be handling INAC data of these requirements.

Failure to comply with these requirements is a breach of contractual obligations and may result in contract termination.

Possession, Transportation and Processing of Electronic Departmental Data

When there is a requirement for the contractor to transport, process or electronically store departmental information, the contractor must ensure that the data remains secure at all times no matter what level of confidentiality the information is by adhering to the following requirements:

- Computing devices used to process INAC data are equipped with up to date anti-virus software which is configured to automatically receive and install product updates;
- Computing devices used to process INAC data must be equipped with up to date software and Operating System versions, and configured to automatically receive and install updates;
- Computing devices are protected by a firewall which can be a network perimeter firewall appliance or host based firewall application installed on the computer (note: a standard router only device is not considered a substitute to a firewall);
- The contractor has the means to securely dispose of electronic data in accordance with CSEC standards (refer to <https://www.cse-cst.gc.ca/en/node/270/html/10572>);
- Departmental data must be stored on a FIPS 140-2 or above certified removable media device that is encrypted with AES 128 bit algorithm or higher (refer to <http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm> for a list of certified devices); and
- Portable storage devices must be labeled to indicate the highest classification or designation level of information stored on the device.

Physical Storage of Departmental Data

When there is a requirement for the contractor to store electronic departmental data on their premises, the contractor must ensure that the data remains secure when not in use by adhering to the following requirements:

- The encrypted portable media device(s) must be physically stored within an appropriate security container in accordance with the highest level of information sensitivity that is stored on the device. Such a security container must be present on the contractor's premises (Pro A and B = Padlock security Container / Pro C and Secret Integrated Dial Lock security container - refer to http://www.rcmp-grc.gc.ca/ts-st/reslim/pubs/seg/html/home_e.htm for more information).

Electronic Transmission of Departmental Data

When there is a requirement to electronically transmit departmental data between the contractor and INAC, the contractor must ensure that only the approved method is used based on the level of sensitivity of the information. The contractor may use a combination of these transmission methods in order to share information with INAC personnel. The use of electronic transmission methods other than those listed below is prohibited.

Note: The department has Certified and Accredited its remote connectivity services for access to and/or transmission of information up to Protected B. INAC accepts any residual risk for their use during the contract. Therefore, an IT inspection by PSPC to verify remote access services is not required.

Classification Level	INAC Approved Transmission Methods	Requirements
Protected A	Email	<p>The Contractor can transmit Protected A Data to INAC personnel via email as long as the following requirements are met:</p> <ul style="list-style-type: none"> • The e-mail account is not a publicly accessible web-mail based service (ex: hotmail, yahoo mail, gmail etc); • Each user has their own corporate e-mail account which is protected with a username and password; and • Email server communication is protected with TLS encryption.
	Fax	<p>The Contractor can transmit Protected A Data to INAC via fax as long as the following requirements are met:</p> <ul style="list-style-type: none"> • The sending fax machine is located on the contractor's premises; • The sender contacts the recipient to confirm fax number and advise recipient of incoming fax; • Recipient is present at the fax machine ready to receive fax; and • Sender obtains confirmation from sender of receipt.
	Wireless Communications	<p>If a wireless access point is installed on the contractor's premises, and devices processing INAC data will be connected to this network, the wireless infrastructure must at a minimum include the following safeguards:</p> <ul style="list-style-type: none"> • The administrator user name and password must be changed from their default values; • The network name (SSID) has been changed from its default value; and • WPA2 encryption with an AES algorithm enabled and the passphrase meets the following complexity requirements: <ul style="list-style-type: none"> o Must be 8 characters or longer;

		<ul style="list-style-type: none"> o Have at least one upper case character; o Have at least one lower case character; o Have at least one numeric character; and o Have at least one allowed special character
Protected B	Encrypted and Digitally Signed eMail	<p>The Contractor can transmit Protected B Data to INAC personnel via email as long as the messages and/or attachments are encrypted and the following requirements are met:</p> <ul style="list-style-type: none"> • The e-mail account is not a publicly accessible web-mail based service (ex: hotmail, yahoo mail, gmail etc); • Each user has their own corporate e-mail account which is protected with a username and password; • The contractor has an approved Public Key Infrastructure (PKI) certificate that is compatible with the Government of Canada (GoC) PKI services; and • Entrust software is installed on the contractor's PC/laptop and utilized to encrypt the email using the following settings: <ul style="list-style-type: none"> ▪ One of the following encryption algorithms is used: <ul style="list-style-type: none"> o 3DES-168 Bit or higher o AES-128 Bit or higher ▪ Digitally signed with one of the following algorithms: <ul style="list-style-type: none"> o RSA (Rivest, Shamir, Adleman) o DSA (Digital Signature Algorithm) o ECDSA (Elliptic Curve Digital Signature Algorithm) ▪ One of the following Hash functions is used in the generation of digital signatures: <ul style="list-style-type: none"> o SHA-224 o SHA-256 o SHA-384 o SHA-512
	Wireless Communications	<p>if a wireless access point is installed on the contractor's premises, and devices processing INAC data will be connected to this network, the wireless infrastructure must at a minimum include the following safeguards:</p> <ul style="list-style-type: none"> • The administrator user name and password must be changed from their default values; • The network name (SSID) has been changed from its default value; and • WPA2 encryption with an AES algorithm enabled WPA2 encryption with an AES algorithm enabled and the passphrase meets the following complexity requirements: <ul style="list-style-type: none"> o Must be 12 characters or longer; o Have at least one upper case character;

IT Security Requirements

Contract # 1000191765

Unclassified

		<ul style="list-style-type: none"> o Have at least one lower case character; o Have at least one numeric character; and o Have at least one allowed special character
	INAC Secure File Exchange Service	<p>The Contractor can transmit Protected B Data via INAC's Secure File Exchange service as long as following requirements are met:</p> <ul style="list-style-type: none"> • A personally identifiable unique username and password is assigned to the user by INAC; and • The contractor has read and agrees to abide to the Secure File Exchange Acceptable Use Policy (https://efse-sfex.sadnc-inac.gc.ca/policy/sfe_Acceptable_use_policy.html)
	INAC Collaboration Service	<p>The Contractor can transmit Protected B Data via INAC's Collaboration service as long as following requirements are met:</p> <ul style="list-style-type: none"> • A personally identifiable unique username and password is assigned to each user by INAC.
	Fax	<p>The Contractor can transmit Protected B Data to INAC via fax as long as the following requirements are met:</p> <ul style="list-style-type: none"> • The sending fax machines is located on the contractor's premises; • The sender contacts the recipient to confirm fax number and advises recipient of incoming fax; • Recipient is present at the fax machine ready to receive fax; and • Sender obtains confirmation from sender of receipt.

ANNEX "D"

GREENING GOVERNMENT OPERATIONS

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 Offeror is encouraged to offer or suggest green solutions whenever possible.
- b) The Offeror should consider the complete lifecycle of products and services provided to favor strategies, processes, and materials that assure sustainable development.
- c) The Offeror 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](#).

Travel

- a) The Offeror is encouraged to work off-site to reduce commuting requirements where security requirements allow.
- b) The Offeror is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- c) Where transportation is required, the Offeror is encouraged to use environmentally preferred modes of transportation, where feasible.
- d) The Offeror 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 Offerors.

Paper Consumption

Solicitation No. – N° de l'invitation: 1000191765

- a) The Offeror is requested to provide all correspondence including (but not limited to) their offer, documents, reports and invoices in electronic format unless otherwise specified by the Standing Offer 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 Standing Offer 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 Offeror 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 Offeror, in the provisioning of services, 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 Offeror or procured by the Offeror 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@tpsqc-pwgsc.gc.ca.
- b) It is desirable that the Offeror, in the provisioning of services, 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 Offeror or procured by the Offeror for Government of Canada customers.
- c) The Offeror is required to use provincial e-waste recycling programs for the disposal of electronic assets owned by the Offeror 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.

ANNEX "E"

**INDEPENDENT BID DETERMINATION – CERTIFICATION
(CERTIFICATION REQUIRED WITH THE OFFER)**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

Corporate Name of Recipient of this Submission

for:

Name and Number of Bid and Project

in response to the call or request (hereinafter "call") for bids made by:

Name of Tendering Authority

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

Corporate Name of Bidder or Tenderer (hereinafter "Bidder")

that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - a) has been requested to submit a bid in response to this call for bids;
 - b) could potentially submit a bid in response to this call for bids based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
 - a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;

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- b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a bid; or
 - d) the submission of a bid which does not meet the specifications of the call for bids; except specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to (6)(b) above.

Printed Name and Signature of Authorized Agent of Bidder

Position Title

Date