



**Return Bids to :**

[NRCan.quebec\\_bid\\_soumission-quebec\\_bid\\_soumission.RNCan@canada.ca](mailto:NRCan.quebec_bid_soumission-quebec_bid_soumission.RNCan@canada.ca)

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

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and at the prices set out in the bid.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

**Comments – Commentaires**

**Issuing Office – Bureau de distribution**

Finance and Procurement Management Branch  
Natural Resources Canada  
1 Challenger Drive  
Dartmouth, Nova Scotia  
B2Y 4A2

<b>Title – Sujet</b>	
<b>Climate change mitigation potential and cost from Canada's forest products industries</b>	
<b>Solicitation No. – No de l'invitation</b> <b>NRCan- 5000034245</b>	<b>Date</b> October 18, 2017
<b>Requisition Reference No. - N° de la demande</b>	
<b>Ticket 142354</b>	
<b>Solicitation Closes – L'invitation prend fin</b> <b>November 1, 2017 at – 02:00 PM Eastern Daylight Savings Time (EDT))</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b>	
<a href="mailto:Julia.pace@canada.ca">Julia.pace@canada.ca</a>	
<b>Telephone No. – No de telephone</b>	<b>Fax No. – No. de Fax</b>
<b>Destination – of Goods and Services:</b> <b>Destination – des biens et services:</b>	
Natural Resources Canada 588 Booth Street Ottawa, Ontario K1A 0Y7	
<b>Security – Sécurité</b>	
There is no security requirements associated with this requirement.	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No.:- No. de téléphone:</b> <b>Facsimile No.: - No. de télécopieur:</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
_____ <b>Signature</b>	_____ <b>Date</b>



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 4**

1.1 INTRODUCTION.....4

1.2 SUMMARY .....4

1.3 DEBRIEFINGS .....4

**PART 2 - BIDDER INSTRUCTIONS ..... 5**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....5

2.2 SUBMISSION OF BIDS.....5

2.3 ENQUIRIES - BID SOLICITATION.....6

2.4 APPLICABLE LAWS.....6

**PART 3 - BID PREPARATION INSTRUCTIONS..... 7**

3.1 BID PREPARATION INSTRUCTIONS .....7

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 8**

4.1 EVALUATION PROCEDURES.....8

4.2 BASIS OF SELECTION.....8

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 10**

**PART 6 - SECURITY REQUIREMENTS..... 15**

6.1 SECURITY REQUIREMENTS .....15

**PART 7 - RESULTING CONTRACT CLAUSES ..... 16**

7.1 STATEMENT OF WORK.....16

7.2 STANDARD CLAUSES AND CONDITIONS.....16

7.3 DISPUTE RESOLUTION.....16

7.4 SECURITY REQUIREMENTS .....17

7.5 TERM OF CONTRACT .....17

7.6 AUTHORITIES .....17

7.7 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....18

7.8 PAYMENT .....18

7.9 INVOICING INSTRUCTIONS .....19

7.10 CERTIFICATIONS .....19

7.11 APPLICABLE LAWS.....20

7.12 PRIORITY OF DOCUMENTS .....20

7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR) .....20

7.14 INSURANCE .....20

7.15 CONTRACT ADMINISTRATION .....20

**ANNEX “A” - STATEMENT OF WORK..... 21**

**ANNEX “B” - BASIS OF PAYMENT..... 24**

**APPENDIX “1” - EVALUATION CRITERIA ..... 25**

**APPENDIX “2” – FINANCIAL PROPOSAL FORM..... 30**



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

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



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work and the Basis of Payment..

The Appendixes include the Evaluation Criteria and the Financial Proposal Form.

### **1.2 Summary**

By means of the RFP, NRCan is seeking a contractor for the following: The Greenhouse Gas (GHG) mitigation potential within the forest products industries will be assessed during the first phase and the potential uses of forest products to achieve GHG reductions in other sectors will be investigated in the second phase.

The period of the contract shall be from Contract award to March 26, 2018.

### **1.3 Debriefings**

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The **2003 (2016-04-04)** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:** Delete entirely
- **Under Subsection 2 of Section 20:** Not applicable

### 2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

**[NRCan.quebec\\_bid\\_soumission-quebec\\_bid\\_soumission.RNCan@canada.ca](mailto:NRCan.quebec_bid_soumission-quebec_bid_soumission.RNCan@canada.ca)**

The address above is reserved for the presentation of the proposals. No other communication must be sent there.

#### **IMPORTANT**

Write the following information in the “Subject” of the e-mail:

**NRCan-5000034245 Climate change mitigation potential and cost from Canada’s forest products industries**

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

**NRCan will not assume responsibility for proposals directed to any other location.**

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



### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### **2.4 Applicable Laws**

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

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



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

### **3.1 Bid Preparation Instructions**

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy) in a separate file

Section III: Certifications (1 electronic copy)

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

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

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

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

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

Bidders must submit their financial bid in accordance with Appendix 2. The total amount of Applicable Taxes must be shown separately

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

Bidders must submit the certifications required under Part 5.



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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Appendix 1.

#### 4.1.2 Financial Evaluation

Bidders should submit their financial bid on the document provided in Appendix 2 – Financial Proposal Form.

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points.
2. Bids not meeting "(a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.





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

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



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – List of Names

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

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

Name of Bidder: \_\_\_\_\_

OR



Name of each member of the joint venture:

Member 1: \_\_\_\_\_  
 Member 2: \_\_\_\_\_  
 Member 3: \_\_\_\_\_  
 Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

**5.2.3 Status and Availability of Resources**

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

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

**5.2.4 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**5.2.5 Former Public Servant**



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

**Definitions**

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

**Former Public Servant in Receipt of a Pension**

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

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

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

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



**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

Professional fees	Amount
_____	_____
_____	_____

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

**5.2.6 Aboriginal Designation**

Who is eligible?

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

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

OR



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

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

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

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

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



## **PART 6 - SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement associated with this bid solicitation or any resulting contract.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

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

### 7.3 Dispute Resolution

#### *Mediation*

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

#### *Arbitration*

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

#### *Meaning of "Dispute"*

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





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

#### **7.4 Security Requirements**

**7.4.1** There is no security requirement applicable to this Contract.

#### **7.5 Term of Contract**

##### **7.5.1 Period of the Contract**

The period of the Contract is from date of Contract to March 26, 2018 inclusive

#### **7.6 Authorities**

##### **7.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Julia Pace  
Title: Procurement Officer  
Organization: Natural Resources Canada  
Address: 1 Challenger Drive, Dartmouth, NS B2Y 4A2  
Telephone: 902-426-7279  
E-mail address: [Julia.pace@canada.ca](mailto:Julia.pace@canada.ca)

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

##### **7.6.2 Project Authority (to be provided at contract award)**

The Project Authority for the Contract is:

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the



Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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

Name:

Title:

Organization:

Address:

Telephone:

Facsimile:

E-mail address

## 7.7 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.8 Payment

### 7.8.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work in Annex A as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ Customs duties are included and Applicable Taxes are extra.

#### 7.8.1.1 Limitation of Expenditure

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



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.

**7.8.2 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 Contract if:

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

**7.8.3 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

**7.9 Invoicing Instructions**

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

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

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

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_

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

**7.10 Certifications**

**7.10.1 Compliance**



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

### **7.11 Applicable Laws**

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

### **7.12 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2016-04-04), Professional Services (Medium Complexity).
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_,

### **7.13 Foreign Nationals (Canadian Contractor)**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

### **7.14 Insurance**

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

### **7.15 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



## ANNEX “A” - STATEMENT OF WORK

### 1. Title

Climate change mitigation potential and cost from Canada’s forest products industries

### 2. Background

The Pan-Canadian Framework on Clean Growth and Climate Change is Canada’s plan to grow the economy while reducing greenhouse gas (GHG) emissions and building resilience to adapt to a changing climate. A central component of the Pan-Canadian Framework is the commitment to pricing carbon pollution across the country by 2018. The federal government plans to introduce new legislation and regulations to implement a carbon pollution pricing system – the backstop – to be applied in jurisdictions that do not have carbon pricing systems that align with the federal benchmark.

Following the announcement of the federal backstop, Natural Resources Canada (NRCan) conducted a preliminary analysis on the impact of carbon pricing on natural resources sectors, including forest products industries (e.g., pulp and paper, lumber, panels). The analysis was conducted to identify if facilities, under current conditions, could face significant negative economic impacts.

While Canadian Forest Service (CFS) researchers have studied the potential and cost of forest-related mitigation strategies in Canada’s managed forest, there is a lack of publicly available data on the potential and cost of mitigation measures for the forest products industries. Such information is critical to assess whether or not facilities in this sector can reduce the burden of carbon pricing through operational improvements or technological changes.

Furthermore, the forest sector can also provide low carbon fuels and products to other industrial sectors, utilities, communities and households. While potential applications are numerous, it is unclear which ones provide the largest mitigation benefits at competitive costs when compared to other available measures.

### 3. Objectives

This contract is broken down in two distinct phases. The GHG mitigation potential within the forest products industries will be assessed during the first phase and the potential uses of forest products to achieve GHG reductions in other sectors will be investigated in the second phase.

For phase 1, the objectives are to:

- Identify GHG reduction measures (current and emerging technologies) available for forest product industries, i.e. wood product manufacturing (NAICS 321) and paper manufacturing (NAICS 322).
- Estimate the marginal cost of GHG reduction measures, by region, by sector and, to the extent possible, by subsector (e.g., lumber, structural panels, market pulp, newsprint).
- Estimate the increase in production cost associated with different levels of carbon pricing, by region, by sector and to the extent possible, by subsector.
- Propose scenarios under which suites of complementary mitigation measures would be implemented to achieve different levels of GHG reductions.

For phase 2, the objectives are to:

- Identify opportunities for an increased use of forest products in other sectors (e.g., mining, oil sands, electric power generation, metal manufacturing, passenger vehicles, freight transportation, buildings) through current and emerging technologies that result in significant GHG reductions.



- Estimate the marginal cost of GHG reductions from the use of forest products, by region and by sector.
- Propose scenarios to prioritize the allocation of forest biomass between the available mitigation options, taking into consideration relevant factors such as feedstock availability, compatibility with the current equipment and infrastructure, transportation costs, etc.

The CFS also wants to be able to use and update the model after the contract is completed, in order to conduct further analysis made necessary by the evolving regulatory and technological environment.

#### 4. Tasks

After the initiation of the project, the contractor is required to:

- Plan and lead a project kickoff meeting, namely to discuss and agree upon the scope of the project, the format of deliverables and the expected timeline.

For phase 1, the contractor is required to:

- Develop or use an up-to-date technology explicit, regionalized, energy-economy model for the wood products manufacturing and pulp and paper sectors. The model should capture the final products, as well as processes and intermediate products.
- Develop a business-as-usual (BAU) scenario for the forest industries addressing, for example, expected capital turnover, technological penetration and upstream energy emissions intensity.
- Develop region specific, and to the extent possible sub-sector specific, marginal abatement cost (MAC) curves for the forest product industries.
- Estimate the increase in production costs associated with various levels of carbon pricing.
- Develop scenarios under which mutually exclusive mitigation measures would be cost-effectively combined for various carbon pricing levels or sector-wide GHG reduction levels.

For phase 2, the contractor is required to:

- Develop or use an up-to-date technology explicit, regionalized, energy-economy model for a limited number of sectors (between 4 and 6) where an increased use of forest products seem the most feasible and promising.
- Develop a BAU scenario for the sectors identified for an increased uptake of forest products addressing, for example, expected capital turnover, technological penetration and upstream energy emissions intensity.
- Develop region specific, MAC curves for the sectors identified for an increased uptake of forest products and provide the MAC for mitigation measures enabled by the forest sector.
- Develop scenarios under which mutually exclusive mitigation measures would be cost-effectively combined for various carbon pricing levels or economy-wide GHG reduction levels.

During phase 1 and phase 2, the contractor is required to:

- Develop the model using a software which is open source or free of charge to governmental organizations.
- Document data sources and assumptions for parameters used in the model.
- Provide on-site or online training to enable subsequent use of the model by CFS personnel.

At the end of phase 1 and 2, the contractor is required to:

- Discuss possible trade-offs between the increased use of forest biomass inside or outside forest products industries for GHG mitigation.



- Discuss how the results obtained with the chosen model would differ from other modelling approaches (top-down or bottom-up), for comparability purposes.

## **5. Deliverables**

The contractor will be required to:

- Prepare and submit a draft reports for each phase and a final report which would address all the objectives.
- Prepare and submit a user manual covering the use of the model and the interpretation of results in the context specific to this contract.
- Deliver the version of the model used to produce the final results.
- Prepare and submit an accompanying slide presentation providing a high-level overview of the final report, highlighting the objectives, methodology, and key findings of the study.
- Present the findings (via teleconference/WebEx) and answer questions from meeting participants at a 1 hour briefing to be organized by NRCan. The briefing would take place before the end of the contract.

The final report and user manual shall be delivered to NRCan in English, with a full bibliography, in Microsoft Office Word. The accompanying slide presentation shall be delivered in Microsoft Office Power point. Hard copies are not required.

## **6. Language Requirement**

English



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

*(to be completed at contract award)*





**APPENDIX “1” - EVALUATION CRITERIA**

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

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

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

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

**1. TECHNICAL CRITERIA**

**1.1 MANDATORY EVALUATION CRITERIA**

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

**Note: Bidders should provide sufficient details to demonstrate that they meet the requirement. NRCan reserves the right to verify any information provided.**

Req. ID	Mandatory requirement	Compliant (yes/no)	Comments
M1	<p>The Bidder must propose a Project Leader who at minimum has 5 years of experience (within past 8) acting as a Project Lead conducting technical and economic analysis of climate change mitigation for industry.</p> <p>It is required that the Bidder submit detailed CV(s) for the proposed project lead and any other proposed resources. CV (s) should at minimum demonstrate:</p> <ul style="list-style-type: none"> <li>a) Education</li> <li>b) Training</li> <li>c) Background of at least 5 years related to technical and economic analysis of climate change mitigation for industry.</li> <li>d) Brief summaries of relevant past projects               <ul style="list-style-type: none"> <li>• Project description</li> <li>• Scope</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



	<ul style="list-style-type: none"> <li>• Client (if possible)</li> <li>• Date (month-month)</li> <li>• Contribution/role to the project</li> </ul>		
M2	The Bidder must propose to use a software which is open source or free of charge to governmental organizations to perform the analysis.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

1.2 RATED EVALUATION CRITERIA

Item	Rated Evaluation Criteria	Detailed Grid	Maximum Points Required	Bidder Score	Proposal Page #	Comments
R1	<p><b>Approach and Methodology</b></p> <p>Project Approach/Methodology:</p> <p>a) The Bidder will demonstrate in their proposal, in their own words, an understanding of the scope of work and objectives, without repeating from the Statement of Work (SOW).</p> <p>b) The Bidder will demonstrate that the proposed methodology will lead to successful completion of the project objectives and identify the tasks required to produce a high-quality end product.</p> <p>c) The Bidder will provide a draft outline of the report that will demonstrate their knowledge of the sector and key data sources</p>	<p>Provides an excellent methodology that addresses all requirements identified in the Statement of Work, including sources of data, and will realistically achieve a high quality delivery of the project objectives. – 15 points</p> <p>Provides a good methodology that addresses all requirements identified in the Statement of Work, including sources of data and will realistically achieve a high quality delivery of the project objectives with minor adjustments. – 12 points</p> <p>Provides an acceptable methodology that addresses all requirements identified in the Statement of Work, including sources of data, and will realistically achieve a high quality delivery of the project objectives with a few key adjustments to the methodology. – 9 points</p> <p>Provides a weak methodology that addresses some requirements identified in the Statement of Work, including sources of data, and will not realistically achieve a high quality delivery of the project objectives</p>	15			



		<p>with several major adjustments to the methodology. – 6 points</p> <p>Provides an unsatisfactory methodology and/or sources of data that will not realistically achieve a high quality delivery of the project objectives or is non-responsive. – 0 points</p> <p><i>A key to the terms “Excellent, Good, Acceptable, Weak, Unsatisfactory and Non-Responsive” is depicted at the end of the Evaluation Grid.</i></p>				
R2	<p><b>Work Plan and Schedule:</b></p> <p>The Bidder’s proposed Work Plan should demonstrate a clear, logical and feasible work plan for punctual delivery of the identified tasks and deliverables under the Statement of Work. This work plan should include information such as:</p> <ul style="list-style-type: none"> <li>a. Scheduling of deliverables and milestones</li> <li>b. Task breakdown and assignment of experienced personnel to each task</li> <li>c. Level of effort</li> <li>d. Reporting and debriefing arrangements</li> <li>e. Identify potential risks and problem areas and provide a realistic plan for mitigating risks</li> </ul>	<p>Provides an excellent plan for the timely production and delivery of all required deliverables. – 10 points</p> <p>Provides a good plan for the timely production and delivery of all required deliverables. – 8 points</p> <p>Provides an acceptable plan for the timely production and delivery of all required deliverables. – 6 points</p> <p>Provides a weak plan for the timely production and delivery of all required deliverables. – 4 points</p> <p>Provides an unsatisfactory plan for the timely production and delivery of all required deliverables or is non-responsive. – 0 points</p> <p><i>A key to the terms “Excellent, Good, Acceptable, Weak, Unsatisfactory and Non-Responsive” is depicted at the end of the Evaluation Grid.</i></p>	<b>10</b>			
R3	<p><b>Project Team Experience</b></p> <p>The Bidder’s proposal should demonstrate that the proposed team has a mix of knowledge and hands-on experience to accomplish specific project-related tasks by citing previously completed projects of similar scope and complexity which demonstrate an understanding and a strong background in the assessment of</p>	<p>Demonstrates that the proposed team has excellent academic knowledge and demonstrates a wealth of experience in successfully completing work/projects relating to the assessment of technologies for climate change mitigation as evidenced by eight (8) or more reference projects – 15 points.</p>	<b>15</b>			



	<p>technologies for climate change mitigation in the following areas:  a) GHG reduction measures for forest product industries;  b) GHG reduction measures for other industrial sectors;  c) Economy-wide or sector specific marginal abatement cost curves; and/or  d) Climate change mitigation policy analysis;  The experience must have been acquired within the last 10 years.  Each project submitted for this rated requirement should be summarized with the following information:</p> <ul style="list-style-type: none"> <li>• The name of the client organization;</li> <li>• Project title;</li> <li>• The name, address and telephone number of the client authority;</li> <li>• Month/year and duration of the project</li> <li>• The dollar value of the project</li> <li>• A brief description of the contract including scope, objective, and results; and</li> <li>• The name and role of each of the project resources involved.</li> </ul>	<p>Demonstrates that the proposed team has good academic knowledge and demonstrates strong experience in successfully completing work/projects relating to the assessment of technologies for climate change mitigation as evidenced by six (6) or seven (7) reference projects – 12 points.</p> <p>Demonstrates that the proposed team has acceptable academic knowledge and some experience successfully completing work/projects relating to the assessment of technologies for climate change mitigation as evidenced by four (4) or five (5) reference projects – 9 points.</p> <p>Demonstrates that the proposed team has weak academic knowledge and little experience successfully completing work/projects relating to the assessment of technologies for climate change mitigation as evidenced by two (2) or three (3) reference projects – 6 points.</p> <p>Fails to demonstrate that the proposed team has adequate academic knowledge and hands-on experience to accomplish the required project tasks – 0 points</p> <p><i>A key to the terms “Excellent, Good, Acceptable, Weak, Unsatisfactory and Non-Responsive” is depicted at the end of the Evaluation Grid.</i></p>				
R5	<p><b>Quality of Proposal:</b></p> <p>The Bidder’s Technical Proposal is well written, well organized, easily understood and concise</p>	<p>The quality of the proposal is excellent and meets all the requirements: logically presented, no grammar mistakes, comprehensive. – 10 points</p> <p>The quality of the proposal is good and meets most of the requirements: usually follows a logical flow, some grammar mistakes, comprehensive – 8 points</p>	<b>10</b>			



		<p>The quality of the proposal is acceptable and meets some of the requirements: does not always follow a logical flow, some grammar mistakes, relatively comprehensive. – 6 points</p> <p>The quality of the proposal is weak and meets few of the requirements: does not always follow a logical flow, several grammar mistakes, lacks comprehensiveness. – 4 points</p> <p>The quality of proposal does not meet any of the requirements: poor organization, considerable grammar mistakes, not comprehensive. - 0 points</p> <p><i>A key to the terms “Excellent, Good, Acceptable, Weak, Unsatisfactory and Non-Responsive” is depicted at the end of the Evaluation Grid.</i></p>				
Total points available:			50			
Total points to be considered compliant:			30			

NON RESPONSIVE	WEAK	ACCEPTABLE	GOOD	EXCELLENT
<ul style="list-style-type: none"> <li>Did not submit information which could be evaluated</li> </ul>	<ul style="list-style-type: none"> <li>Just fails to meet the desirable minimum</li> <li>Weaknesses can be corrected</li> <li>Just below acceptable capability</li> </ul>	<ul style="list-style-type: none"> <li>Meets the desirable minimum</li> <li>No significant weaknesses</li> <li>Average capability, should be adequate for effective results</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds the desirable minimum</li> <li>No significant weaknesses</li> <li>Above average capability</li> </ul>	<ul style="list-style-type: none"> <li>Exceptionally strong proposal</li> <li>No apparent weaknesses</li> <li>Exceptional capability, should ensure great results in an extremely effective manner</li> </ul>



**APPENDIX “2” – FINANCIAL PROPOSAL FORM**

FIRM PER DIEM RATE(S) (also known as daily rate)

The Firm Per Diem Rate(s) is based on 7.5 hours (seven hours and 30 minutes) exclusive of meal breaks with no provision for annual leave, statutory holidays and sick leave. For work performed for a duration of more or less than one (1) day, the daily rate will be prorated accordingly to cover actual time worked.

The Per Diem Rate(s) is ‘all inclusive’ except for travel expenses on project business outside the designated work location (that is pre-approved by the NRCan Project Authority), and GST/HST. Charges for expenses which are normally incurred in the provision of services, such as labour for conducting negotiations and providing estimates, resolving contract disputes, tracking time sheets, monthly invoicing, facsimile, office supplies, computer hardware and software charges, courier, long distance telephone charges, travel from a personal residence to the NRCan site, local travel and the like, must be included in the rates and will not be permitted as additional charges to the contract.

A	B	C	D (BxC)
Deliverables	Firm daily rates	Estimated Level of Effort (days) *	Total estimate Costs for Professional Fees
Phase 1	\$ _____	15	\$ _____
Phase 1	\$ _____	20	\$ _____
<b>Total Bid Price of Firm Per Diem Rate :</b>			<b>\$ _____</b>

\* LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT'S NOT A COMMITMENT BY CANADA.

Any estimated level of effort specified in the Pricing Details detailed above is provided for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee nor as a commitment by NRCan to respect those estimated in any resulting contract.

\*\* FOR ANY ERRORS IN THE CALCULATION, THE PER DIEM RATE SCHEDULE WILL BE UPHELD.