



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUMISSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre VOC Emission Estimations and Cost-Benefit Analysis of VOC Emission from the Canadian Printing and Inks Industry</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000035281</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2018-02-14</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le March 26 2018</p>	<p>Time Zone – Fuseau horaire EDST</p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à Christina Granda Christina.Granda@canada.ca</p>	
	<p>Telephone No. – N° de téléphone 819-938-3835</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</p>	
	<p>Destination - of Services / Destination des services Environment and Climate Change Canada 351 St. Joseph Blvd. Gatineau, QC K1A 0H3</p>	
	<p>Security / Sécurité There is a security requirement associated with this requirement</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>	

TABLE OF CONTENTS

TITLE

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefing

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
8. Basis for Canada's Ownership of Intellectual Property

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Contract Award

PART 6 – SECURITY

1. Security Requirement

List of Attachments:

Attachment 1 to Part 2, Confidentiality Agreement

Attachment 1 to Part 3, Financial Bid Presentation Sheet

Attachment 1 to Part 4, Mandatory Technical Criteria And Point Rated Technical Criteria

PART 7 - RESULTING CONTRACT

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants

7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents

List of Annexes:

- | | |
|---------|----------------------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Security Requirements Check List |
| Annex D | Schedule of Milestones |

TITLE: VOC Emission Estimations and Cost-Benefit Analysis of VOC Emission from the Canadian Printing and Inks Industry

PART 1 - GENERAL INFORMATION

1. Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial Bid, and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the List of Suppliers, a Confidentiality Agreement, Financial Bid Presentation Sheet, Mandatory Technical Criteria and Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Non-Disclosure Certification, the Schedule of Milestones, and any other annexes.

The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1. The list will not be updated if additional suppliers request copies of the bid solicitation.

2. Summary

2.1 Environment Canada has a requirement Volatiles Organic Compounds (VOCs) Emission Estimations and Cost-Benefit Analysis as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to 31 mars 2019.

2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](#) of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).

- 2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.
- 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

1.1 PWGSC SACC Manual Clauses

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

2. Submission of Bids

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.1 Confidential Information for Bidding

In order to prepare a bid in response to the bid solicitation, suppliers must have access to information that is confidential or proprietary to Canada or a third party. It is a condition of the bid solicitation that bidders sign a Confidentiality Agreement substantially in the form set out in Attachment 1 to Part 2 before being given access to such information at a facility identified in the bid solicitation or before it is provided to them as part of the bid solicitation.

3. Former Public Servant – Competitive Bid

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

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump

sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

8. Basis for Canada's Ownership of Intellectual Property

Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

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

**ATTACHMENT 1 TO PART 2 -
CONFIDENTIALITY AGREEMENT**

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED BY THE
MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

The description of the requirement of bid solicitation No.5000035281 contains information that is confidential or proprietary to Canada or to a third party (the Confidential Information) that is not to be disclosed or used in any way other than as set out below.

1. The Supplier agrees that:
 - (a) it must not, without first obtaining the written permission of the Contracting Authority, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the Confidential Information;
 - (b) it must not make copies of the Confidential Information or use it for any purpose other than for the preparation of a bid in response to the bid solicitation identified above;
 - (c) at close or early termination of the bid period, it must immediately deliver the Confidential Information to the Contracting Authority as well as every draft, working paper and note that contains any information related to the Confidential Information.
2. The Supplier must require any proposed subcontractor referred to in (a) above to execute a Confidentiality Agreement on the same conditions as those contained in this agreement.
3. The Supplier acknowledges and agrees that it will be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada caused by the failure of the Supplier, or by anyone to whom the Supplier discloses the Confidential Information to comply with these conditions.
4. Nothing in this Confidentiality Agreement should be construed as limiting the Supplier's right to disclose any information to the extent that such information:
 - (a) is or becomes in the public domain through no fault of the Supplier or any proposed subcontractor;
 - (b) is or becomes known to the Supplier from a source other than Canada, except any source that is known to the Supplier to be under an obligation to Canada not to disclose the information;
 - (c) is independently developed by the Supplier; or
 - (d) is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

Name of Supplier

Signed by its authorized representative

Date

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 soft copy) in PDF format.

Section II: Financial Bid (1 soft copy) in PDF format.

Section III: Certifications (1 soft copy) in PDF format.

Section IV: Additional Information (1 soft copy) in PDF format.

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

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

- (a) use 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

- 1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3** Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for each task of the Work by team member, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.

The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) Work described in Part 7, Resulting Contract of the bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: [http://laws-lois.justice.gc.ca/eng/acts/N-4/;](http://laws-lois.justice.gc.ca/eng/acts/N-4/))
- (ii) travel between the successful bidder's place of business and the NCR; and
- (iii) the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.5 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Bidder's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

**ATTACHMENT 1 TO PART 3 -
FINANCIAL BID PRESENTATION SHEET**

The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid.

Deliverable Number	Deliverables	Activities	Dates	Payment Schedule	Proposed Price
1	Initial Meeting	Meeting to review and solidify the work schedule. At this time, the Contractor will be provided with any relevant background materials.	Within 5 working days of contract award.		
2	Methodology and Work Plan	Based on information discussed during the initial meeting, the Contractor must develop and provide a holistic methodology and work plan that will demonstrate how he or she intends to fulfill the requirements of the Terms of Reference in the form of a written report.	No later than 1 week after contract award		
3	Task 1 Report	The contractor must develop and provide a written report that contains all the information required from Task 1.	No later than 9 weeks after contract award		
4	Survey Methodology, Questionnaire, and Industry Sample List	The Contractor must develop and provide a survey methodology, a survey questionnaire, and a list of facilities to contact. The consultant will submit this deliverable to Environment and Climate Change Canada in the form of a written report.	No later than 12 weeks after contract award	35% of the total contract value will be paid following the completion of Deliverable 1 to Deliverable 4 (inclusive)	Bidder to insert price
5	Preliminary Report of the Survey	The consultant will present a preliminary report showing that he or she has completed 40% of the interviews. The consultant will also identify any challenges and present solutions to overcome them through the rest of the study.	No later than 16 weeks after contract award		
6	Survey Results and VOC Estimates	Based on information collected through the survey, the Contractor must provide a detailed analysis of the data and interpretation of the results.	No later than 21 weeks after contract award	30% of the total contract value will be paid following the completion of Deliverable 5	Bidder to insert price

				and Deliverable 6 (inclusive)	
7	Cost-Benefit Analysis	The cost-benefit analysis of VOC reduction options for each printing process by facility size must be provided by the Contractor.	No later than 26 weeks after contract award		
8	Draft Report, Draft Executive Summary	The contractor must develop and provide a written report that contains all the information required from Task 1, 2, and 3 as well as all the comments provided on all previous deliverables. The Contractor must develop and provide a draft executive summary of the draft report. Two electronic copies (one in Microsoft Word and one in Adobe Acrobat PDF) for each report.	No later than 30 weeks after contract award		
9	Final Presentation, Final Reports (Full Report, Final Public Report, and Final Executive Summary)	The consultant will present to Environment and Climate Change Canada the key outcomes of the study using a PowerPoint presentation that must be submitted a minimum of three working days before the presentation date. Two electronic copies (one in Microsoft Word and one in Adobe Acrobat PDF) for each report.	No later than 34 weeks after the contract award	35% of the total contract value will be paid following the completion of Deliverable 7 to Deliverable 9 (inclusive)	Bidder to insert price
Total before tax					
Tax amount to be added to total					
Total Professional Fees including Tax					

Estimated Travel Expense	
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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Evaluation Procedures

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

1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

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

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Mandatory Financial Criteria are included in Attachment 1 to Part 4.

2. Basis of Selection

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 points specified for each criterion for the technical evaluation, and
 - d. obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 112 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
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 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.56$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.19	73.15	77.70
Overall Rating		1st	3rd	2nd

**ATTACHMENT 1 TO PART 4,
MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA**

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The proposal must include a detailed description of the approach, methodology and the work plan describing how the Contractor would carry out the study to achieve the project objectives. Any relevant information to enable Environment and Climate Change Canada to adequately score the proposal based on the criteria listed below must be included.

	MANDATORY CRITERIA	Met/Not Met
M1	The Project Manager must hold a security accreditation to the level of enhanced reliability at the time of response to this request for proposal. Clearances must be maintained for the duration of the contract. In order to demonstrate this requirement, the members must be listed, along with their clearance level, their security clearance number, when the clearance was received and when it expires.	
M2	The project manager/bidding company must ensure that employees accessing protected information throughout the duration of this contract must also hold a valid security accreditation to the level of enhanced reliability. All clearances must be maintained for the duration of the contract. In order to demonstrate this requirement, the members must be listed, along with their clearance level, their security clearance number, when the clearance was received and when it expires.	
M3	The team member, designated as the Project Manager, must have a university degree in one of the following fields: Engineering, Chemistry, Environmental Sciences, Economics, Mathematics or Statistics. Proof of degree must be included in the proposal.	
M4	At least one team member must have the capability to conduct interviews and communicate in French and in English.	
M5	At least one team member must hold a degree in mathematics and/or statistics and must have two years of experience in the application of statistics. Proof of degree must be included in the proposal.	
M6	The Bidder must, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada at bid closing. A copy of the certificate obtained from	

	PSPC must be provided before contract award.	
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Mandatory Financial Criteria

Submissions must meet the mandatory financial criteria in the table inserted below.

Submissions that do not meet the mandatory financial criteria will be declared inadmissible. Each criterion must be treated separately.

Number	Financial Criteria	Met/Not Met	Page Reference in Proposal
MF-1	<u>Initial Contract Period:</u> Environment and Climate Change Canada has established funding for this project at a maximum amount of \$63,500.00 (in Canadian dollars) – excluding taxes – for professional services.		
MF-2	<u>Travel Expenses:</u> Environment and Climate Change Canada has established funding for travel for this project at a maximum amount of \$2,500.00 (in Canadian dollars) – including taxes – for travel expenses.		

1.2.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared nonresponsive. Each point rated technical criterion should be addressed separately.

OBJECTIVES AND PURPOSE OF THE STUDY	<p>R1. The objectives and purposes of the study are understood.</p> <p>a. Understanding of the objectives and purpose of the study.</p> <p>b. Understanding of the VOC emissions from the printing sector.</p> <p>Note: 5 points are awarded if all of the criteria is met.</p> <p>0 points are awarded if not all of the criteria is met.</p>	Max. 5 points	
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<p>APPROACH AND METHODOLOGY</p> <p>MINIMUM REQUIRED:</p>	<p>R2. The methodology is properly defined for Task 1 in the Statement of Work.</p> <p>Criteria:</p> <ul style="list-style-type: none"> a. The methodology addresses every point in Task 1. b. The methodology identifies sources of information. c. The data relevance of the sources of information is demonstrated. d. Data gaps and challenges are identified e. The approach to address data gaps and challenges is described. <p>Note: 2 points are awarded if the proposal meets all aspects of the criteria 1 point is awarded if the proposal missed some aspects of the criteria. 0 points are awarded if the proposal did not meet any aspects of the criteria.</p>	<p>Total of 10 points</p> <p>Max 2 points</p> <p>Max 2 points</p> <p>Max 2 points</p> <p>Max 2 points</p> <p>Max 2 points</p>	
	<p>R3. The methodology is properly defined for Task 2 in the Statement of Work.</p> <p>Criteria:</p> <ul style="list-style-type: none"> a. The methodology addresses every point in Task 2. b. The methodology reflects the Facility Survey Method outlined by the Emission Inventory Improvement Program as defined in Task 2. c. The Sample size, number of facilities and facility distribution based on factors laid out in Task 2 are provided. d. The approach to contact facilities and support small and medium facilities is widely varied (telephone, email, in person, etc.) e. Anticipated data gaps and challenges are identified. f. The approach to address data gaps 	<p>Total of 26 points</p> <p>Max 4 points</p> <p>Max 4 points</p> <p>Max 4 points</p> <p>Max 4 points</p> <p>Max 4 points</p>	

WORKPLAN	<p>and challenges is described.</p> <p>g. Survey margin of error.</p> <p>Note for criteria a. to f.:</p> <p>4 points are awarded if the proposal meets all aspects of the criteria. 2 point is awarded if the proposal missed some aspects of the criteria. 0 points are awarded if the proposal did not meet any aspects of the criteria.</p> <p>Note for criteria g.:</p> <p>2 points are awarded if the survey margin of error is less than 5%, 1 point is awarded if the survey margin of error is between 5-10%, 0 points are awarded if the survey margin of error is greater than 10%.</p> <p>R4: The methodology is properly defined for Task 3 in the Statement of Work.</p> <p>Criteria:</p> <ul style="list-style-type: none"> a. The systematic approach to estimate achievable VOC reductions is provided. b. A systematic approach of the cost-benefit analysis is provided. c. The methodology identifies sources of information. d. The data relevance of the sources of information is demonstrated. e. Anticipated data gaps and challenges are identified. <p>Note: 4 points are awarded if the proposal meets all aspects of the criteria 2 points is awarded if the proposal missed some aspects of the criteria. 0 points are awarded if the proposal did not meet any aspects of the criteria.</p> <p>R5. Does the workplan identify milestones and how the contractor will achieve the objectives?</p>	<p>points</p> <p>Max 2 points</p> <p>Total of 20 points</p> <p>Max 4 points</p> <p>Max 4 points</p> <p>Max 4 points</p> <p>Max 4 points</p> <p>Max 4 points</p> <p>Max. 15 points</p>	
	<p>The proposal clearly assigns tasks</p>	<p>15</p>	

	<p>and required timeframes to each team member. It also clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work. A clear plan has been considered to mitigate risks posed by data gaps or other challenges.</p>		
	<p>The proposal clearly assigns tasks and required timeframes to each team member. The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work; a clear plan has been considered to mitigate risks posed by data gaps or other challenges.</p>	12	
	<p>The proposal clearly assigns tasks and timeframes to each team member. The proposal is missing information related to milestones, timelines and deliverables for some of the requirements identified in the Statement of Work; a vague plan has been considered to mitigate risks posed by data gaps and other challenges.</p>	9	
	<p>The proposal breaks down the time requirements for each member, but not per task. The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work; a vague plan has been considered to mitigate risks posed by data gaps or other challenges.</p>	6	
	<p>The proposal states the team members, but does not assign time frames or tasks. The proposal is missing information related to the milestones, timelines and deliverables for many of the requirements identified in the Statement of Work; no plan has been considered to mitigate risks posed by data gaps or other challenges.</p>	3	
	<p>The proposal is missing information related to the team members,</p>	0	

<p>PROJECT MANAGER SKILL SET</p>	<p>milestones, timelines and deliverables for the requirements identified in the Statement of Work; a plan has not been considered to mitigate risks posed by data gaps or other challenges.</p> <p>R6. The Project Manager has the appropriate experience and skill set to manage projects of this nature.</p> <p>Proof of experience must be outlined in the Project Manager's resume according to Team experience portion in the proposal requirements section</p> <p>a) The bidding company must clearly demonstrate the number of projects related to VOC emissions in the printing sector that the Project Manager performed in the past 10 years.</p> <ul style="list-style-type: none"> - (1 point per project up to a maximum of 8 points) <p>b) the Bidding Company must clearly demonstrate how many years of experience the Project Manager has in leading data collection, analysis and interpretation</p> <ul style="list-style-type: none"> - 1 point per year up to a maximum of 4 points 	<p>Max. 12 points</p> <p>8</p> <p>4</p>	
<p>TEAM MEMBER EXPERIENCE AND QUALIFICATIONS</p>	<p>R7. The bidding company must clearly demonstrate that the project team has a balance of team members who have the experience required to meet the objectives of this requirement.</p> <p>Proof of experience must be provided in the team members' resumes according to the Team Experience section of the Proposal Instructions</p> <p>a) The bidding company must clearly demonstrate that the project team has experience in statistical analysis, i.e., collecting and managing data, and analyzing, synthesizing and interpreting results.</p> <ul style="list-style-type: none"> - 2 points will be provided for at least 2 years of experience 	<p>Max. 12 points.</p> <p>___/4</p>	

CORPORATE EXPERIENCE	<p>demonstrated by the team member designated as the Project Statistician.</p> <ul style="list-style-type: none"> - 1 additional point per year up to a maximum of 2 points will be provided for the overall experience of the rest of the team members. 		
	<p>b) The bidding company must clearly demonstrate that the project team has experience in conducting cost-benefit analysis.</p> <ul style="list-style-type: none"> - 2 points will be provided for at least 2 years of experience demonstrated by the team member - At least 2 additional years must be contributed by the rest of the team. 1 additional point per year up to a maximum of 2 points will be provided for the overall experience of the rest of the team members. 	___/4	
	<p>c) The Bidding company must clearly demonstrate that the project team has experience in the printing sector.</p> <p>1 point per year per team member up to a maximum of 4 points.</p>	___/4	
	<p>R8. The bidding company clearly demonstrates the project team's experience in projects or studies completed January 2002 or later related to VOC emissions in the printing sector.</p> <p>Proof of experience must be provided according to the Corporate Experience section of the Proposal Instructions</p>	Max. 12 points	
	<p>a) Topics addressed in the projects are relevant to the study.</p> <ul style="list-style-type: none"> - 2 points per project up to a maximum of 4 points. 	4	
	<p>b) The projects were completed under or at budget.</p> <ul style="list-style-type: none"> - 2 points per project up to a maximum of 4 points. 	4	
	<p>c) The deliverables were accepted by</p>	4	

	<p>the project's authority by the expected delivery date.</p> <ul style="list-style-type: none"> - 2 points per project up to a maximum of 4 points. 		
TOTAL		112	

An overall minimum points required (50%) or 60/112 for the technical rated criteria.

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of

an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

2.2 Education and Experience

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

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.

PART 6 – SECURITY AND OTHER REQUIREMENTS

1. Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (iv) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (v) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
- (b) For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program of Public Works and Government Services Canada](#) (<http://ssi-iss.tpsqc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - RESULTING CONTRACT

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

Title: *(to be disclosed at contract award)*

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

[2010B \(2016-04-04\), General Conditions - Professional Services \(Medium Complexity\), as modified below, apply to and form part of the Contract.](#)

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers' Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

A. For professional services requirements where the deliverables are copyrightable works:

Canada to own Intellectual Property rights in Copyright

At Section 19 Copyright

Delete: In its entirety

- Insert:**
1. In this section:
"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.
"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;
"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
 2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
 3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
 4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
 5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4007 (2010-08-16), *Canada to own Intellectual Property Rights in Foreground*

4008 (2008-12-12), Personal Information

2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ *(to be disclosed at contract award)*.

3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

The contractor must hold a valid certificate from PSPC stating that it can electronically process and physically store Protected B information.

The Project Manager must hold a security accreditation to the level of enhanced reliability for the duration of the contract.

3.2 Contractor's Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

3.3 Clause

The project manager should also ensure that employees who will have access to protected information must also hold a valid security accreditation to the level of enhanced reliability. All clearances must be maintained for the duration of the contract.

The contractor must hold valid certificates from PSPC to providing preference to companies that already possess this requirement.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

- 4 The Contractor/Offeror must comply with the provisions of the:
- a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from contract award to 31 mars 2019 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christina Granda
Title: Procurement and Contracting Officer
Environment and Climate Change Canada
Procurement and Contracting Division
Address: 200 Sacre-Coeur Blvd., Gatineau, QC K1A 0H3

Telephone: 819-938-3835
E-mail address: Christina.Granda@canada.ca

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

5.2 Technical Authority (*to be disclosed at contract award*)

The Technical Authority for the Contract is:

Name:
Title: Environment and Climate Change Canada
Address:

Telephone:
E-mail address:

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to

authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative *(to be disclosed at contract award)*

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

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 \$_____ *(to be disclosed at contract award)*. Customs duties are included and Applicable Taxes are extra.

7.2 Travel and Living Expenses - National Joint Council Travel Directive

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 and incidental expenses provided in Appendices B, C and D of the [*National Joint Council Travel Directive*](#) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

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

All payments are subject to government audit.

Estimated Cost: \$ _____ . *(to be disclosed at contract award)*

7.3 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(to be disclosed at contract award)*. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the

Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (i) when it is 75 percent committed, or
- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

8. Invoicing Instructions

8.1 Milestone Payments

8.1.1 Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex E of the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment and any other document 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) all delivered work have been accepted by Canada;
- (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 4010, Supplemental General Conditions, Services - Higher Complexity (2012-07-16);
- (c) 2010B, General Conditions - Professional Services (Medium Complexity), 2016-04-04;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (j) Annex D, Schedule of Milestones;
- (k) the Contractor's bid dated _____. *(to be disclosed at contract award)*

ANNEX A STATEMENT OF WORK

BACKGROUND

Particulate matter (PM) and ground-level ozone are the main ingredients of smog and cause serious health effects for Canadians, including thousands of premature deaths, hospital admissions and emergency room visits every year. Volatiles Organic Compounds (VOCs) are precursor pollutants contributing to the formation of ground-level ozone and PM. Anthropogenic sources of VOCs include combustion and evaporation processes associated with transportation, the industrial sector, application of coatings, paints, adhesives and general solvent use.

In June of 2010, Environment and Climate Change Canada published a discussion paper on the proposed renewal of the [*Federal Agenda for the Reduction of Volatile Organic Compounds \(VOCs\) from Consumer and Commercial Products*](#). This discussion paper outlined several initiatives for the Government of Canada to take in order to reduce VOC emissions from consumer and commercial products by the year 2020. The “Printing and Inks” sector was identified as source of VOC emission and a potential sector to develop a risk management instrument to reduce air emissions. VOC emissions vary depending on printing process, ink formulation and coverage, press size and speed, and operating time.

A study quantifying VOC emissions from the Canadian printing sector was conducted in 2013 for Environment and Climate Change Canada. Concerns were raised on the use of the ink sale methodology in this study as well as the accuracy of the VOC emissions estimates that resulted.

To address these concerns, Environment and Climate Change Canada would like to hire a consulting firm to evaluate the total Canadian VOC emissions from the Canadian printing and inks industry, as well as predict future trends and assess the feasibility of alternatives.

The proposed approach will result in a much more robust and clear picture of the emissions associated with the printing and ink industry, and will support the future development of risk management strategies.

OBJECTIVES

The contractor must:

1. Develop and administer a survey for the purpose of estimating VOC emissions from the Canadian printing, packaging and graphic art industry;
2. Estimate the cost per tonne associated with the VOC reduction in the Canadian printing, packaging and graphic art industry; and
3. Identify industry trends, such as evolving technologies and techniques, and estimate if future emissions are expected to remain stable.

DESCRIPTION OF WORK

In order to assist Environment and Climate Change Canada in investigating possible initiatives to undertake and to achieve VOC emission reductions from the Canadian printing and graphic art industry, the Contractor must carry out all the tasks listed below and provide the results to the Project Authority in the form of a report.

All the economic information must be provided in 2017 Canadian dollars. When monetary estimates are not available in Canadian dollars, foreign currency estimates must be converted and presented in Canadian dollars accompanied by an explanation of the exchange rates used.

Use of Canadian data should be prioritized over those from foreign sources (e.g., United States and European Union). When only foreign data is available, the Contractor should extrapolate the data for the Canadian market and support the extrapolation with valid assumptions (e.g., based on GDP, market share and demand in North America).

Task 1 – Data gathering on the Canadian printing, packaging and graphic art industry

The Contractor must gather information on the Canadian printing, packaging and graphic art industry including the following information:

- The companies (e.g., number of employees, operation hours, location);
- The type of printing platforms used by the facility (e.g., sheetfed lithography, heatset web lithography, flexography, gravure, screen and digital printing, etc.);
- Type of printing substrate (e.g., corrugated cartons, paper, metal cans, plastics, etc.);
- The type and quantity of printing material and their VOC content (e.g. inks, coatings, fountain solutions, solvents and cleaning products);
- Pollution prevention and pollution control technologies and practices in use and their efficiency (e.g., material or feedstock substitution, product design or reformulation, capture device efficiency, control device destruction efficiency);
- Date of printing platforms installation and VOC reduction and control technologies.
- Identify the future trends in technology and how it may impact VOC emissions.

The Contractor must keep a record of discussion following any communication with industry. These records must contain the industry contact information, the subject of discussion, the questions posed or raised during the discussions, and any feedback received on the subject.

Task 2 – VOC emission estimations

Based on the data gathered in Task 1, the Contractor must provide an estimate of the total uncontrolled and controlled VOC emissions from the Canadian printing and graphic art industry breakdown by: geographical distribution, type of printing platform, substrates, printing material, and facility size.

In order to complete this task, using data gathered in Task 1, the Contractor must:

1. Determine a statistically significant sample size and establish a sample list of printing facilities in Canada that have considered:
 - a. The geographical distribution per province and major city;
 - b. The various printing platforms (i.e. Offset Lithography, Flexography, Screen, Gravure and Digital);
 - c. The type of printing substrate; and
 - d. The facility size (number of employees).
2. Develop a survey approach using the Facility Survey Method outlined by the Emission Inventory Improvement Program's Volume III: Chapter 7 Graphic Arts Final Report (Section 3.2 and 3.3): <https://www.epa.gov/sites/production/files/2015-08/documents/iii07.pdf> and must also develop a survey questionnaire.
3. Support small and mediums enterprises in filling out the survey questionnaire.
4. Analyze, interpret, and provide meaningful commentary from the results of the survey that must include, but are not limited to, the identification of any data gaps, margin of error, assumptions and response bias.

5. Provide projections of VOC emission based on future trends, anticipated growth and market knowledge and intelligence (e.g. upcoming regulatory and non-regulatory measures, and technological advancements).

The Contractor must keep a record of discussion following any communication with industry. These records must contain the industry contact information, the subject of discussion, the questions posed or raised during the discussions, and any feedback received on the subject. Environment and Climate Change Canada may use the record of discussion to judge whether the required effort has been put to achieve the desired survey response rate and the margin of error the Contractor committed to achieve in his or her proposal.

Task 3 – Cost-Benefit Analysis

The Contractor must identify key VOC reduction options and provide a cost-benefit analysis of VOC reductions for each printing process (e.g., lithography, flexography, gravure, screen and digital printing). In order to complete this task the Contract must:

1. Make a comprehensive list of VOC emission reduction options for each printing process (e.g., switch to new type of ink, incorporate capture technology, and implement best management practices);
2. Provide an estimate of the total VOC reduction achievable for each VOC reduction option for each printing process.
3. Determine the costs (e.g., direct/indirect and short-term/long-term) and benefits (i.e. quantity of VOC reduced) for each of the reduction options;
4. Determine the average annualized cost to reduce VOC emissions over a 10 year forecast (cost per tonne);
5. Determine the elasticity of the market by facility size; and
6. Identify the best reduction options for each printing process based on the cost-benefit analysis, facility size, and market and technology trends.

The Contractor must keep a record of discussion following any communication with industry. These records must contain the industry contact information, the subject of discussion, the questions posed or raised during the discussions, and any feedback received on the subject. Environment and Climate Change Canada may use the record of discussion to judge whether the required effort has been put to achieve the desired response rate and margin of error if the Contractor does not achieve the above-referenced response rate.

VI. DELIVERABLES AND SCHEDULE

Regular feedback (at least every two weeks) through email, and/or phone calls must be maintained between the Contractor and the Project Authority.

In addition to the final report, the Contractor must provide the Project Authority with:

- Electronic copies (Microsoft Office Suite 97-2007) of all notes, text, graphics, surveys, raw data, spreadsheets and records of discussion used for the delivery of this Contract upon request. This material must be stored in a secure manner and destroyed by the Contractor after 5 years.

All deliverables shall be provided no later than thirty four (34) weeks after the first day of contract award.

Schedule and Deliverables

Deliverable Number	Deliverables	Activities	Dates
1	Initial Meeting	Meeting to review and solidify the work schedule. At this time, the Contractor will be provided with any relevant background materials.	Within 5 working days of contract award.
2	Methodology and Work Plan	Based on information discussed during the initial meeting, the Contractor must develop and provide a holistic methodology and work plan that will demonstrate how he or she intends to fulfill the requirements of the Terms of Reference in the form of a written report.	No later than 1 week after contract award
3	Task 1 Report	The contractor must develop and provide a written report that contains all the information required from Task 1.	No later than 9 weeks after contract award
4	Survey Methodology, Questionnaire, and Industry Sample List	The Contractor must develop and provide a survey methodology, a survey questionnaire, and a list of facilities to contact. The consultant will submit this deliverable to Environment and Climate Change Canada in the form of a written report.	No later than 12 weeks after contract award
5	Preliminary Report of the Survey	The consultant will present a preliminary report showing that he or she has completed 40% of the interviews. The consultant will also identify any challenges and present solutions to overcome them thorough the rest of the study.	No later than 16 weeks after contract award
6	Survey Results and VOC Estimates	Based on information collected through the survey, the Contractor must provide a detailed analysis of the data and interpretation of the results.	No later than 21 weeks after contract award
7	Cost-Benefit Analysis	The cost-benefit analysis of VOC reduction options for each printing process by facility size must be provided by the Contractor.	No later than 26 weeks after contract award
8	Draft Report, Draft Executive Summary	The contractor must develop and provide a written report that contains all the information required from Task 1, 2, and 3 as well as all the comments provided on all previous deliverables. The Contractor must develop and	No later than 30 weeks after contract award

		provide a draft executive summary of the draft report. Two electronic copies (one in Microsoft Word and one in Adobe Acrobat PDF) for each report.	
9	Final Presentation, Final Reports (Full Report, Final Public Report, and Final Executive Summary)	The consultant will present to Environment and Climate Change Canada the key outcomes of the study using a PowerPoint presentation that must be submitted a minimum of three working days before the presentation date. Two electronic copies (one in Microsoft Word and one in Adobe Acrobat PDF) for each report.	No later than 34 weeks after the contract award

Initial Meeting: A meeting will be set up between the Contractor and Environment and Climate Change Canada representatives via teleconference, videoconference, or in person. During the meeting, Environment and Climate Change Canada and the Contractor will discuss and clarify any matter related to the contract. Finally, Environment and Climate Change Canada will approve the details of the contract.

Methodology and Work Plan: These documents must describe, in detail, the approach and the work plan to complete requirements outlined in Tasks 1, 2 and 3 and address comments received during the initial meeting. These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite 97-2007). Environment and Climate Change Canada will review this deliverable and provide comments to the Contractor within one (1) week after receiving the documents. The Contractor must provide feedback on comments received within one (1) week. The department representative will acknowledge acceptance of the deliverable via email.

Task 1 Report: The Contractor must develop and provide a written report that contains all the information required from Task 1. This deliverable must also consider and address comments received during regular progress of the project and comments provided on the methodology and work plan. These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite 97-2007). Environment and Climate Change Canada will review and provide comments to the Contractor within one (1) week after receiving the documents. The Contractor must provide feedback on comments received within one (1) week. The department representative will acknowledge acceptance of the deliverable via email.

Survey Methodology, Questionnaire, and Industry Sample List: These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite 97-2007). The deliverables must consider and address comments during the regular progress of the project and comments provided on the methodology and work plan. The requirements for each of the documents are listed below:

- a. Survey Methodology: The Contractor must develop and provide, in writing, a survey methodology following the Facility Survey Method developed by the Emission Inventory Improvement Program's Volume III: Chapter 7 Graphic Arts Final Report (Section 3.2 and 3.3).
- b. Questionnaire: The Contractor must develop and provide, in writing, a survey questionnaire that he or she plans to distribute to their sample industry list.
- c. Industry Sample List: The Contractor must develop and provide, in writing, the industry sample list that they plan to distribute the survey questionnaire to as outlined in Task 2. The industry sample list must be developed from a statistically significant sample size and must contain a sample list of printing facilities in Canada considering factors outlined in Task 2. This sample list must be statistically representative of Canada and therefore the Contractor must eliminate as much as possible any potential bias resulting from the sampling method. The Contractor

must also provide a list of extra facilities in case the original facilities fail to respond to the survey, and the list of extra facilities must also be statistically representative of Canada. Of note, the Contractor must maintain the overall representativeness of Canada when replacing an original facility from the sample industry list with an extra facility.

Environment and Climate Change Canada will review and provide comments to the Contractor within one (1) week after receiving the documents. The Contractor must provide feedback on comments received within one (1) week. The department representative will acknowledge acceptance of the deliverable via email.

Preliminary Report of the Survey: The Contractor will present, in writing, a preliminary report showing that he or she has completed at least 40% of the interviews from the industry sample list. The deliverable must consider and address comments received during regular progress of the project and comments provided on the methodology and work plan. The Contractor will also identify any issues and challenges faced during the interviews and propose solutions to overcome them throughout the rest of the study. These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite 97-2007). Environment and Climate Change Canada will review and provide comments to the Contractor within one (1) week after receiving the document. The Contractor must provide feedback on comments received within one (1) week. The department representative will acknowledge acceptance of the deliverable via email.

Survey Results and VOC Estimates: The Contractor will present, in a written report, the analysis, interpretation, and meaningful commentary of the results of the survey that will include, but are not limited to, the identification of any data gaps, margin of error, assumptions, and bias, and must provide solutions to address them. This deliverable must also consider and address comments received during regular progress of the project and comments provided on the methodology and work plan. These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite 97-2007). Environment and Climate Change Canada will review and provide comments to the Contractor within two (2) weeks after receiving the document. The Contractor must provide feedback on comments received within one (1) week. The department representative will acknowledge acceptance of the deliverable via email.

Cost-Benefit Analysis: The Contractor must present, in a written report, the cost-benefit analysis for VOC reduction options in the Printing and Inks industry as outlined in Task 3. This deliverable must consider and address comments received during regular progress of the project and comments provided on the methodology and work plan. These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite 97-2007). Environment and Climate Change Canada will review and provide comments to the Contractor within one (1) week after receiving the document. The Contractor must provide feedback on comments received within one (1) week. The department representative will acknowledge acceptance of the deliverable via email.

Draft Report: The draft report must contain all the findings from the study, including CBI, personal information, names of experts consulted, and consultant recommendations and opinions related to the study. The Contractor must provide the report electronically in Microsoft Word (Microsoft Office Suite 97-2007) and Adobe Acrobat (PDF). The draft report must address all the requirements identified in the Statement of Work. The Contractor shall address all the comments provided on previous deliverables in the draft report. All information that satisfies the [Access to Information Act](#) and [Privacy Act](#) exemptions (e.g. third party confidentiality-requested information) must be highlighted in yellow. Environment and Climate Change Canada will review and provide comments to the Contractor within two (2) weeks after receiving the document. The Contractor must provide feedback on comments received within one (1) week. The department representative will acknowledge acceptance of the deliverable via email.

Draft Executive Summary: The draft executive summary is a maximum 20 page summary of the draft final report. This document must be provided electronically in Microsoft Word (Microsoft Office Suite 97-2007). Environment and Climate Change Canada will review and provide comments to the Contractor within two (2) weeks after receiving the document. The Contractor must provide feedback on comments received

within one (1) week. The department representative will acknowledge acceptance of the deliverable via email.

Full Report: The full report is the draft report that incorporates all comments submitted by Environment and Climate Change Canada at all stages of the contract. This document must be provided electronically in Microsoft Word (Microsoft Office Suite 97-2007) and Adobe Acrobat (PDF).

Final Public Report: The final public report is the final report that complies with federal legislation including the [Access to Information Act](#) and the [Privacy Act](#) (i.e. CBI-free, free of personal information). This document must be provided electronically in Microsoft Word (Microsoft Office Suite 97-2007) and Adobe Acrobat (PDF).

Final Executive Summary: The final executive summary is the draft executive summary that incorporates all comments submitted by Environment and Climate Change Canada at all stages of the contract. This document must be provided electronically in Microsoft Word (Microsoft Office Suite 97-2007) and Adobe Acrobat (PDF).

Final Presentation: The final presentation is an oral presentation of the key findings of the study to Environment and Climate Change Canada Representatives. The Contractor must support his or her presentation using Microsoft PowerPoint (Microsoft Office Suite 97-2007). The Contractor will submit the PowerPoint presentation to Environment and Climate Change Canada no later than 3 working days before the presentation date. The Contractor must present to Environment and Climate Change Canada representatives in person, via video conference, or Webinar.

ACCEPTANCE OF DELIVERABLES

All discussion papers, reports and correspondence produced by the Contractor will be subject to review by persons designated by the Project Authority. All work is to be performed to the satisfaction of the Project Authority prior to payment.

TRAVEL

Travel may be authorized for the kick-off meeting, the final presentation and/or site visits. The request for travel must be made to the Project Authority prior to the trip, and must be pre-approved in writing. Original receipts must be provided for reimbursement.

**ANNEX B
BASIS OF PAYMENT**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, to a limitation of expenditure of \$_____ (*to be disclosed at contract award*). Customs duties are included and Applicable Taxes are extra.

Deliverable Number	Deliverables	Activities	Dates	Payment Schedule	Proposed Price
1	Initial Meeting	Meeting to review and solidify the work schedule. At this time, the Contractor will be provided with any relevant background materials.	Within 5 working days of contract award.		
2	Methodology and Work Plan	Based on information discussed during the initial meeting, the Contractor must develop and provide a holistic methodology and work plan that will demonstrate how he or she intends to fulfill the requirements of the Terms of Reference in the form of a written report.	No later than 1 week after contract award		
3	Task 1 Report	The contractor must develop and provide a written report that contains all the information required from Task 1.	No later than 9 weeks after contract award		
4	Survey Methodology, Questionnaire, and Industry Sample List	The Contractor must develop and provide a survey methodology, a survey questionnaire, and a list of facilities to contact. The consultant will submit this deliverable to Environment and Climate Change Canada in the form of a written report.	No later than 12 weeks after contract award	35% of the total contract value will be paid following the completion of Deliverable 1 to Deliverable 4 (inclusive)	\$TBD
5	Preliminary Report of the Survey	The consultant will present a preliminary report showing that he or she has completed 40% of the interviews. The consultant will also identify any challenges and present solutions to overcome them through the rest of the study.	No later than 16 weeks after contract award		
6	Survey Results and VOC Estimates	Based on information collected through the survey, the Contractor must provide a detailed analysis of the data and interpretation of the results.	No later than 21 weeks after contract award	30% of the total contract value will be paid following the completion of	\$TBD

				Deliverable 5 and Deliverable 6 (inclusive)	
7	Cost-Benefit Analysis	The cost-benefit analysis of VOC reduction options for each printing process by facility size must be provided by the Contractor.	No later than 26 weeks after contract award		
8	Draft Report, Draft Executive Summary	The contractor must develop and provide a written report that contains all the information required from Task 1, 2, and 3 as well as all the comments provided on all previous deliverables. The Contractor must develop and provide a draft executive summary of the draft report. Two electronic copies (one in Microsoft Word and one in Adobe Acrobat PDF) for each report.	No later than 30 weeks after contract award		
9	Final Presentation, Final Reports (Full Report, Final Public Report, and Final Executive Summary)	The consultant will present to Environment and Climate Change Canada the key outcomes of the study using a PowerPoint presentation that must be submitted a minimum of three working days before the presentation date. Two electronic copies (one in Microsoft Word and one in Adobe Acrobat PDF) for each report.	No later than 34 weeks after the contract award	35% of the total contract value will be paid following the completion of Deliverable 7 to Deliverable 9 (inclusive)	\$TBD
Total before tax					
Tax amount to be added to total					
Total Professional Fees including Tax					

Travel and Living Expenses - National Joint Council Travel Directive

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 and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

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

All payments are subject to government audit.

Estimated Cost: \$ _____ . (*to be disclosed at contract award*)

ANNEX C SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat XXXXX-XX-XXXX
Security Classification / Classification de sécurité

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	ECCC	2. Branch or Directorate / Direction générale ou Direction	EPB
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 The purpose of this contract is to inform future decisions on the development of risk management options for VOC emissions from the Canadian printing sector.			
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? (Specify the level of access using the chart in Question 7. c) / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (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"/>
Not releasable / À ne pas diffuser	<input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays:	<input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays:	<input type="checkbox"/>
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A	<input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B / PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C / PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET / NATO SECRET	<input type="checkbox"/>
SECRET / SECRET	<input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET / TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	<input type="checkbox"/>		
PROTECTED A / PROTÉGÉ A	<input type="checkbox"/>		
PROTECTED B / PROTÉGÉ B	<input type="checkbox"/>		
PROTECTED C / PROTÉGÉ C	<input type="checkbox"/>		
CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/>		
SECRET / SECRET	<input type="checkbox"/>		
TOP SECRET / TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	<input type="checkbox"/>		

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

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

Document Number / Numéro du document :

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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 / CONFIDENTIEL	SECRET / TRÈS SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 XXXXX-XX-XXXX
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Daniel Ekoualla		Title - Titre Head, Toxics Control Unit	Signature
Telephone No. - N° de téléphone 819-938-4490	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Daniel.Ekoualla@canada.ca	Date 16 Nov. 2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

**ANNEX D
SCHEDULE OF MILESTONES**

Deliverable Number	Deliverables	Activities	Dates	Payment Schedule
1	Initial Meeting	Meeting to review and solidify the work schedule. At this time, the Contractor will be provided with any relevant background materials.	Within 5 working days of contract award.	
2	Methodology and Work Plan	Based on information discussed during the initial meeting, the Contractor must develop and provide a holistic methodology and work plan that will demonstrate how he or she intends to fulfill the requirements of the Terms of Reference in the form of a written report.	No later than 1 week after contract award	
3	Task 1 Report	The contractor must develop and provide a written report that contains all the information required from Task 1.	No later than 9 weeks after contract award	
4	Survey Methodology, Questionnaire, and Industry Sample List	The Contractor must develop and provide a survey methodology, a survey questionnaire, and a list of facilities to contact. The consultant will submit this deliverable to Environment and Climate Change Canada in the form of a written report.	No later than 12 weeks after contract award	35% of the total contract value will be paid following the completion of Deliverable 1 to Deliverable 4 (inclusive)
5	Preliminary Report of the Survey	The consultant will present a preliminary report showing that he or she has completed 40% of the interviews. The consultant will also identify any challenges and present solutions to overcome them thorough the rest of the study.	No later than 16 weeks after contract award	
6	Survey Results and VOC Estimates	Based on information collected through the survey, the Contractor must provide a detailed analysis of the data and interpretation of the results.	No later than 21 weeks after contract award	30% of the total contract value will be paid following the completion of Deliverable 5 and Deliverable 6 (inclusive)
7	Cost-Benefit Analysis	The cost-benefit analysis of VOC reduction options for each printing process by facility size must be provided by the Contractor.	No later than 26 weeks after contract award	
8	Draft Report, Draft Executive	The contractor must develop and provide a written report that contains all the information required from Task 1, 2, and 3	No later than 30 weeks	

	Summary	<p>as well as all the comments provided on all previous deliverables.</p> <p>The Contractor must develop and provide a draft executive summary of the draft report.</p> <p>Two electronic copies (one in Microsoft Word and one in Adobe Acrobat PDF) for each report.</p>	after contract award	
9	Final Presentation, Final Reports (Full Report, Final Public Report, and Final Executive Summary)	<p>The consultant will present to Environment and Climate Change Canada the key outcomes of the study using a PowerPoint presentation that must be submitted a minimum of three working days before the presentation date.</p> <p>Two electronic copies (one in Microsoft Word and one in Adobe Acrobat PDF) for each report.</p>	No later than 34 weeks after the contract award	35% of the total contract value will be paid following the completion of Deliverable 7 to Deliverable 9 (inclusive)