



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Anthony.Deflavis@canada.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT 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>SOUSSION 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 Best available technologies / best environmental practices to reduce greenhouse gas emissions from stationary combustion equipment</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000039225</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2018-08-10</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 September 19, 2018</p>	<p>Time Zone – Fuseau horaire</p> <p><i>Eastern Standard Time</i></p>
	<p>F.O.B – F.A.B Destination</p>	
	<p>Address Enquiries to - Adresser toutes questions à Anthony De Flavis</p>	
	<p>Telephone No. – N° de téléphone 514-283-5958</p>	<p>Fax No. – N° de Fax 514-496-6247</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) See herein</p>	
	<p>Destination - of Services / Destination des services See Herein</p>	
	<p>Security / Sécurité N/A</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>	

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Best Available Technologies / Best Environmental Practices To Reduce Greenhouse Gas Emissions From Stationary Combustion Equipment

PART 1 – GENERAL INFORMATION

1. Security Requirement

- 1.1 There is no security requirement associated with this requirement.
- 1.2. Before award of a contract, the following conditions must be met:
- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract;
 - (b) 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 6 - Resulting Contract;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Statement of Work

The Contractor must perform the Work as follows according to Annex A

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>) 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 (2018-05-22) 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):

At Section 05 Submission of Bids, Subsection 05 (4)

Delete: “sixty (60) days”

Insert: “one hundred and twenty (120) days”

2. Submission of Bids

- 2.1** Bids must be submitted to Environment Canada (EC) at the email address and by the date, time and place indicated on page 1 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) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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.

6. Ownership of Intellectual Property Rights in Foreground Information

The Environment and Climate Change Canada agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts

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

PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

Section III: Certifications (1 electronic 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 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

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 carry out the Work

Section II: Financial Bid

1. Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

1.1 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, 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.
- (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 the resultant contract in part 6 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

- 1.2 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

1. Certifications Required Precedent to Contract Award

Bidders must provide the required certifications Part 5.

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

DELIVERABLE	Deadlines	Financial Bid
Task 1: Literature review		
1.1 Draft report chapter: Description of stationary combustion equipment in Canada	December 21, 2018	Approximately 20% of the total contract value _____ \$
1.2 Draft report chapter: Overview of GHG emissions from stationary combustion equipment	December 21, 2018	
1.3 Detailed outline of draft report chapters related to Task 2	December 21, 2018	
Task 2: Best available technologies / best environmental practices		
2.1 Draft report chapters for each end use / equipment type	February 8, 2019	Approximately 45% of the total contract value _____ \$
2.2 Draft report chapter: Case studies	February 8, 2019	
Task 3: Emerging technologies and practices		
3.1 Draft report chapter: Emerging technologies and practices	March 1, 2019	Approximately 20% of the total contract value _____ \$
Task 4: Report		
4.1 Complete draft report	March 13, 2019	Approximately 15% of the total contract value _____ \$
4.2 Final report	March 13, 2019	
4.3 All tables listed in the report	March 13, 2019	
Grand Total for bid evaluation		_____ \$

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical *financial* evaluation criteria.

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.

1.2 Technical Evaluation

1.2.1. Mandatory Technical Criteria

	Mandatory Criteria	Met/Not Met
M1	<p>At least one key team member MUST demonstrate a relevant post-graduate degree in engineering or science such as mechanical engineering, chemical engineering, environmental engineering, civil engineering, or environmental science from a recognized university.</p> <p>*The list of recognized assessment organizations can be found under the Canadian Information Centre for International Credentials website, at the following internet link: http://www.cicic.ca/indexe.stm;</p>	
M2	<p>At least one team member MUST demonstrate they have a minimum of 5 years' experience by providing a list of projects that have been completed within the past 10 years.* Projects should reflect the assessment of technologies and practices to reduce GHG emissions in the energy and industrial sectors, specifically in the context of stationary combustion equipment.</p> <p>*Projects with duration of 0-6 months will not be taken into account.</p>	
M3	<p>At least one team member MUST demonstrate they have a minimum of 5 years of experience by providing a list of projects that have been completed within the</p>	

	past 10 years.* Projects should reflect the design of industrial systems making use of stationary combustion equipment. *Projects with duration of 0-6 months will not be taken into account.	
M4	At least one team member MUST demonstrate they have a minimum of 5 years of experience by providing a list of projects that have been completed within the past 10 years.* Projects should reflect the conducting, advising, or preparing project proposals in the context of environmental assessments. *Projects with duration of 0-6 months will not be taken into account.	

1.2 Technical Evaluation
1.2.2 Point Rated Technical Criteria

Rated Criteria	Maximum Score	Score
R1. Methodological approach (____ / 22)		
<p>Proposal demonstrates a comprehensive methodological approach to complete all aspects of the project including:</p> <p>A) The proposed methodological approach</p> <p>(16 pts) The methodological approach includes a detailed description of each step that will be undertaken to meet each deliverable in the Statement of Work. The approach is complete, realistic and feasible; it highlights multiple and varied data sources; and it addresses all fuels, stationary equipment, and end uses listed.</p> <p>(12 pts) The methodological approach includes a description of each step that will be undertaken to meet each deliverable in the Statement of Work, but is a) missing a key step; b) some steps are not realistic or feasible; OR c) key data sources are not provided. The approach offers some advantages with trade-off justifications. The proposed methodological approach addresses all fuels, stationary equipment, and end uses listed.</p> <p>(8 pts) The methodological approach includes a description of each step that will be undertaken to meet each deliverable in the Statement of Work, but is a) missing a key step; b) some steps are not realistic or feasible; OR c) key data sources are not provided. The approach</p>	16 points	

Rated Criteria	Maximum Score	Score
<p>offers some advantages with trade-off justifications. The proposed methodological approach does not address all fuels, stationary equipment, and end uses listed.</p> <p>(4 pts) The methodological approach is incomplete (missing some stationary combustion equipment types, limited data sources), not realistic or not feasible, and the approach is not convincingly advantageous.</p> <p>(0 pts) There is no methodological approach in the proposal.</p>		
<p>B) Possible problems and challenges that could impact the quality and/or delivery of the project and proposed solutions</p> <p>(6 pts) Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are clearly described; the methodology demonstrates a realistic approach and understanding of the project; the proposed solutions are realistic and within the scope of the project.</p> <p>(3 pts) Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are not clearly described or are incomplete, i.e. they are not entirely aligned with the Statement of Work and/or the Contractor’s proposed approach OR the proposed solutions are not sufficient to address the issues or are outside the scope of the project as described in the Statement of Work.</p> <p>(0 pts) Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are not described and do not demonstrate a complete understanding of the project.</p>	6 points	
R2. Work plan and Schedule (____ / 18)		
<p>A) Proposal provides a detailed schedule and work plan which demonstrates a commitment to meeting the project objectives and deliverables on time within the budget and how quality assurance will be addressed throughout the project. The following rating scheme will be used to evaluate this criterion:</p> <p>(12 pts) The work plan demonstrate that the proposed project will undoubtedly meet the time schedule and budget</p>	12 points	

Rated Criteria	Maximum Score	Score
<p>requirements requested in the Statement of work, it explains in a clear and logical manner all the tasks and deliverables that will be needed to reach the Objectives of the Statement of Work and quality assurance is addressed satisfactorily.</p> <p>(8 pts) The work plan demonstrated that the proposed project will undoubtedly meet the time schedule and budget requirements requested in the Statement of Work; but key tasks are missing to reach the objectives of the Statement of Work. Quality assurance is addressed satisfactorily.</p> <p>(4 pts) The work plan demonstrated that the proposed project will meet the time schedule and budget requirements requested in the Statement of Work; however key tasks are missing to reach the objectives of the Statement of Work, and quality assurance is not addressed satisfactorily.</p> <p>(0 pts) The Contractor did not include a schedule or work plan in the proposal OR the work plan does not demonstrate that the proposed project will undoubtedly meet the time schedule and budget requirements requested in the Statement of Work.</p>		
<p>B) In the work plan, qualified and experience personnel are assigned to each Task:</p> <p>(6 pts) For each Task, all the personnel assigned to the Task are each qualified and have experience relevant to their assigned role in successfully completing the Task;</p> <p>(3 pts) For some Tasks (but key tasks are identified), the personnel assigned are not qualified and/or not experienced to ensure successful completion of the Task;</p> <p>(1 pts) For most key tasks, the personnel assigned are not qualified and not experienced to ensure successful completion of the Task or are not identified;</p> <p>(0 pts) The personnel assigned to each task are not identified.</p>	6 points	
R3 Project Team Experience (_____ / 45)		

Rated Criteria	Maximum Score	Score
<p>A) <u>Topic 1</u> Experience in the assessment of technologies and practices to reduce GHG emissions in the energy and industrial sectors, specifically in the context of stationary combustion equipment (boilers furnaces, stationary combustion engines, turbines, process heaters, incinerators and cooling systems), and in the context of environmental assessments.</p> <p>Points will be awarded in three categories, based on the project descriptions and discussion provided by the proponent in the proposal section titled <i>Qualification and Experience</i>:</p> <p><i>A1: Types of stationary combustion equipment</i></p> <p>(12 pts) The bidder has significant relevant experience in the assessment of technologies and practices to reduce GHG emissions for at least five key types of stationary combustion equipment.</p> <p>(9 pts) The bidder has significant relevant experience in the assessment of technologies and practices to reduce GHG emissions for four key types of stationary combustion equipment.</p> <p>(6 pts) The bidder has significant relevant experience in the assessment of technologies and practices to reduce GHG emissions for two or three key types of stationary combustion equipment.</p> <p>(3 pts) The bidder has significant relevant experience in the assessment of technologies and practices to reduce GHG emissions for one key type of stationary combustion equipment.</p> <p>(0 pts) The bidder has no experience in the assessment of technologies and practices to reduce GHG emissions for stationary combustion equipment.</p> <p><i>A2: Energy and industrial sectors</i></p> <p>(9 pts) The bidder has significant relevant experience in the assessment of technologies and practices to reduce GHG emissions from stationary combustion equipment in at least three of the following sectors: conventional</p>	<p>25 points</p> <p>(A1: 12 pts A2: 9 pts A3: 4 pts)</p>	

Rated Criteria	Maximum Score	Score
<p>oil & gas, oil sands, LNG processing, petroleum refining, coal mining, metal mining, electricity generation, pulp & paper and forest products, chemicals and fertilizers.</p>		
<p>(6 pts) The bidder has significant relevant experience in the assessment of technologies and practices to reduce GHG emissions from stationary combustion equipment in at least two of the following sectors: conventional oil & gas, oil sands, LNG processing, petroleum refining, coal mining, metal mining, electricity generation, pulp & paper and forest products, chemicals and fertilizers.</p>		
<p>(3 pts) The bidder has significant relevant experience in the assessment of technologies and practices to reduce GHG emissions from stationary combustion equipment in one of the following sectors: conventional oil & gas, oil sands, LNG processing, petroleum refining, coal mining, metal mining, electricity generation, pulp & paper and forest products, chemicals and fertilizers.</p>		
<p>(0 pts) The bidder has no experience in the assessment of technologies and practices to reduce GHG emissions for stationary combustion equipment.</p>		
<p><i>A3: Environmental assessment</i></p>		
<p>(4 pts) At least four of the bidder’s referenced projects related to assessing technologies and practices to reduce GHG emissions from stationary combustion equipment were conducted in the context of environmental assessments.</p>		
<p>(3 pts) Three of the bidder’s referenced projects related to assessing technologies and practices to reduce GHG emissions from stationary combustion equipment were conducted in the context of environmental assessments.</p>		
<p>(2 pts) Two of the bidder’s referenced projects related to assessing technologies and practices to reduce GHG emissions from stationary combustion equipment were conducted in the context of environmental assessments.</p>		
<p>(1 pt) One of the bidder’s referenced projects related to assessing technologies and practices to reduce GHG</p>		

Rated Criteria	Maximum Score	Score
<p>emissions from stationary combustion equipment was conducted in the context of environmental assessments.</p> <p>(0 pts) The bidder’s referenced projects related to assessing technologies and practices to reduce GHG emissions from stationary combustion equipment were not conducted in the context of environmental assessments.</p>		
<p>B) <u>Topic 2</u> Experience in designing industrial systems making use of key stationary combustion equipment (boilers, furnaces, stationary combustion engines, turbines, process heaters, incinerators and cooling systems), in the context of environmental assessments.</p> <p>Points will be awarded in three categories, based on the project descriptions and discussion provided by the proponent in the proposal section titled <i>Qualification and Experience</i>:</p> <p><i>B1: Types of stationary combustion equipment</i></p> <p>(10 pts) The bidder has significant relevant experience in designing industrial systems making use of at least five key types of stationary combustion equipment.</p> <p>(7.5 pts) The bidder has significant relevant experience in designing industrial systems making use of four key types of stationary combustion equipment.</p> <p>(5 pts) The bidder has significant relevant experience in designing industrial systems making use of two or three key types of stationary combustion equipment.</p> <p>(2.5 pts) The bidder has significant relevant experience in designing industrial systems making use of one type of stationary combustion equipment.</p> <p>(0 pts) The bidder has no experience designing industrial systems making use of stationary combustion equipment.</p> <p><i>B2: Energy and industrial sectors</i></p>	<p>20 points</p> <p>(B1: 10 pts B2: 6 pts B3: 4 pts)</p>	

Rated Criteria	Maximum Score	Score
(6 pts) The bidder has significant relevant experience in designing industrial systems making use of stationary combustion equipment in at least three of the following sectors: conventional oil & gas, oil sands, LNG processing, petroleum refining, coal mining, metal mining, electricity generation, pulp & paper and forest products, chemicals and fertilizers.		
(4 pts) The bidder has significant relevant experience in designing industrial systems making use of stationary combustion equipment in at least two of the following sectors: conventional oil & gas, oil sands, LNG processing, petroleum refining, coal mining, metal mining, electricity generation, pulp & paper and forest products, chemicals and fertilizers.		
(2 pts) The bidder has significant relevant experience in designing industrial systems making use of stationary combustion equipment in one of the following sectors: conventional oil & gas, oil sands, LNG processing, petroleum refining, coal mining, metal mining, electricity generation, pulp & paper and forest products, chemicals and fertilizers.		
(0 pts) The bidder has no experience designing industrial systems making use of stationary combustion equipment.		
<i>B3: Environmental assessment</i>		
(4 pts) At least four of the bidder's referenced projects related to designing industrial systems making use of stationary combustion equipment were conducted in the context of environmental assessments.		
(3 pts) Three of the bidder's referenced projects related to designing industrial systems making use of stationary combustion equipment were conducted in the context of environmental assessments.		
(2 pts) Two of the bidder's referenced projects related to designing industrial systems making use of stationary combustion equipment were conducted in the context of environmental assessments.		
(1 pt) One of the bidder's referenced projects related to		

Rated Criteria	Maximum Score	Score
<p>designing industrial systems making use of stationary combustion equipment was conducted in the context of environmental assessments.</p> <p>(0 pts) The bidder's referenced projects related to designing industrial systems making use of stationary combustion equipment were not conducted in the context of environmental assessments.</p>		
R4 Project Manager's Experience (____ / 15)		
<p>A) The bidder should demonstrate, using project description(s), that the proposed Project Manager has the following experience on projects of similar scope and budget related to the assessment and design of GHG emission reduction technologies in the energy and industrial sectors in Canada.</p> <p>(5 pts) The Project Manager managed projects of similar or greater scope and budget and which were closely related to the assessment and design of technologies and practices to reduce GHG emissions in the energy and industrial sectors in Canada, specifically with regards to stationary combustion equipment.</p> <p>(3 pts) The Project Manager managed projects of similar or of greater scope and budget and which are partially related to the assessment and design of technologies and practices to reduce GHG emissions in the energy and industrial sectors in Canada, specifically with regards to stationary combustion equipment.</p> <p>(1 pts) The referenced projects are much smaller in terms of scope or budget but are related to the assessment and design of technologies and practices to reduce GHG emissions in the energy and industrial sectors in Canada, specifically with regards to stationary combustion equipment.</p> <p>(0 pts) No reference project provided.</p>	<p>10 points (maximum of 5 points per project)</p>	
<p>B) Details on back-up arrangements for the Project Manager and their capabilities</p> <p>(5 pts) The arrangements for the back-up Project Manager are presented and the back-up Project Manager is qualified</p>	<p>5 points</p>	

Rated Criteria	Maximum Score	Score
to act as Project Manager; (2 pts) The back-up arrangements are not clearly presented OR the proposed back-up Project Manager does not meet many of the project management requirements; (0 pts) There is no mention of the back-up Project Manager or of his/her qualifications.		
<p style="text-align: right;">Total</p> <p>Minimal points required for the proposal to be considered: 60 points.</p>	100 points	

1.3 Financial Evaluation

1.3.1 Mandatory Financial Criteria

*Environment and Climate Change Canada has established funding for this project at a **maximum** amount of \$90,000.00 (in Canadian dollars) – excluding taxes*

1.3.2 Evaluation of Price

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

2. Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a Bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the **required minimum points in of 60** for the technical evaluation, and

The rating is performed on a scale of 100 points.

2. Bids not meeting (a), (b), (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 75% for the technical merit and 25% 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 75%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25%.

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 example below illustrates an example where all three bids are responsive and the selection of the contractor is determined by the above mentioned ratio of technical evaluation criteria and pricing scores.

Formula:

$$\frac{\text{Bidder's Rated Score}}{\text{Highest Bidder's Rated Score}} \times 75 + \frac{\text{Lowest Bidder's Price}}{\text{Bidder's Price}} \times 25$$

Example:

Description	Bidder A	Bidder B	Bidder C
Bidder Proposal Points Received	100	85	75
Bidder Proposed Price	\$75,000	\$81,000	\$71,000

Final Evaluation Score Calculation:

Bidder	Points for Proposal Score	Points for Price	Total Points
Bidder A	$(100 / 100) \times 75 = 75$	$(71,000 / 75,000) \times 25 = 23.6$	98.66
Bidder B	$(85 / 100) \times 75 = 63.75$	$(71,000 / 81,000) \times 25 = 21.91$	85.66
Bidder C	$(75 / 100) \times 75 = 56.25$	$(71,000 / 71,000) \times 25 = 25$	81.25

In this example, Bidder A will be recommended for Contract award.

In the event of a tie, the proposal receiving the highest score for the technical evaluation will be selected.

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.

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

SACC Manual clause A3010T (2010-08-16) Education and Experience.

PART 6 - RESULTING CONTRACT *(at contract award, delete this line)*

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation *(at contract award, delete this sentence and insert the title)*.

Title: *(insert title at contract award)*

1. Security Requirement

1.1 There is no security requirement applicable to this Contract.

2. Statement of Work

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

3. 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.

3.1 General Conditions

2010B (2018-06-21), 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:

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 the Contractor.
3. The Contractor grants to Canada a non-exclusive, perpetual, irrevocable, world-wide, fully-paid and royalty-free license to exercise all rights comprised in the Material, for any non-commercial government purposes. Canada may use independent contractors in the exercise of Canada's license pursuant to this clause.
4. 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.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, world-wide, 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.
6. Copyright in any improvement, modification or translation of the Material made by or for Canada belongs to Canada. Canada agrees to reproduce the Contractor's copyright notice, if any, on all copies of the Material, and to acknowledge the Contractor's title to the copyright in the original Work on all copies of translations of the Material effected by or for Canada.
7. No restrictions other than those set out in this section must apply to Canada's use of the Material or of translated versions of the Material.”

B. For standard service requirements (ex.: manual services, snow or garbage removal, cleaning, window washing, maintenance, etc.) the general conditions

2010 B General Conditions Professional Services (Medium Complexity), must be modified as follows:

At Section 06 Subcontracts

Delete: paragraphs 1, 2, and 3 in their entirety.

Insert: "The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor."

At Section 19 Copyright

Delete: In its entirety

Insert: "Deleted"

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2019 inclusive

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Anthony De Flavis
Procurement Specialist
Environment and Climate Change Canada
Assets, Contracting and Environmental Management Directorate
Workplace Services and Contracting Assets
105 McGill, 5e étage, Montréal QC H2Y 2E7
anthony.deflavis@canada.ca
Telephone 514-283-5958

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

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ___ - ___ - _____
Facsimile: ___ - ___ - _____

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

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

Canada will make milestone payments in accordance with the milestone schedule detailed in the Contract and the payment provisions of the Contract if all work associated with the milestone and, as applicable; any deliverable required has been completed and accepted by Canada.

8 Invoicing Instructions

8.1 Milestone Payment

- (a) Canada will make milestone payments in accordance with the Deliverables table detailed in Annex A "Statement of Work" and the payment provisions of the Contract, up to 100 percent of the amount claimed and approved by Canada if:
 - (i) 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;

- (ii) the total amount for all milestone payments paid by Canada does not exceed _____ *(Insert percentage holdback)* percent of the total amount to be paid under the Contract;
- (iii) all such documents have been verified by Canada;
- (iv) all work associated with the milestone and as applicable any deliverable required

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) Modified 2010B General Conditions - Professional Services (Medium Complexity) *(insert date)*
- (c) Annex A Statement of Work;
- (d) Annex B Basis of Payment;
- (e) the Contractor's bid dated _____, *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s)).*

ANNEX A STATEMENT OF WORK

Title: Best Available Technologies / Best Environmental Practices To Reduce Greenhouse Gas Emissions From Stationary Combustion Equipment

BACKGROUND

On February 8, 2018, the Government of Canada proposed new legislation that would repeal and replace the *Canadian Environmental Assessment Act, 2012* (CEAA 2012). Through the proposed *Impact Assessment Act*, the Government is proposing new rules that protect the environment, recognize and respect Indigenous rights, and strengthen the economy. These new rules would involve a shift from environmental assessment to impact assessment. The new impact assessment process would serve as a planning tool that takes into consideration the whole range of environmental, health, social and economic effects of projects. This would include the extent to which the effects of the designated project hinder or contribute to the Government of Canada's ability to meet its environmental obligations and its commitments in respect of climate change.

The Government of Canada published *Discussion Paper: Developing a Strategic Assessment of Climate Change* where it outlined how it is considering integrating GHG-related best available technology and best environmental practice (BAT/BEP) requirements into the impact assessment process. BAT/BEP can be defined as the most effective technology, technique or practice economically achievable for reducing GHG emissions. BAT/BEP would encourage project proponents to consider managing GHG emissions from the preliminary design stage. Over the longer term, the implementation of BAT/BEP would provide a practical way to ensure that longstanding infrastructure projects emit lower levels of GHG emissions.

The proposed BAT/BEP approach is still in development. Any information provided in this Statement of Work is not and should not be interpreted as a policy decision.

OBJECTIVES

Environment and Climate Change Canada (ECCC) is seeking qualitative and quantitative data on the **best available technologies** and **best environmental practices** for reducing the direct GHG emissions from **stationary combustion equipment** used in energy and industrial facilities, notably engines, boilers, heaters, furnaces, and turbines.

WORK DESCRIPTION

The Contractor will carry out the following tasks:

Task 1: Current practices

- The Contractor will conduct a literature review of public information sources on **GHG emission levels** and **GHG emission reduction technologies and practices** for various stationary combustion equipment types and end uses.

- The Contractor will explore **stationary combustion equipment** that are used in energy and industrial sectors in Canada for the purpose of producing heating and cooling, process steam, power, and more.
- The Contractor will explore key stationary combustion equipment, including boilers, furnaces, engines, turbines (under various arrangements, including cogeneration and combined cycle), process heaters, incinerators, and cooling systems. All fuels (solid, liquid, gaseous, waste) are to be considered.
- In a draft report, the Contractor will provide a **description** of the stationary combustion equipment and fuels in use in Canadian energy and industrial sectors, and a **qualitative overview** of GHG emission levels, cost, and main variables driving GHG emission levels from these stationary combustion equipment.
- The Contractor will use this literature review as a foundation for Task 2.

Deliverables related to Task 1:

- 1.1 Draft report chapter, in MS Word format: *Description of stationary combustion equipment in Canada;*
- 1.2 Draft report chapter, in MS Word format: *Overview of GHG emissions from stationary combustion equipment;*
- 1.3 Detailed outline of draft report chapters related to Task 2, in MS Word format, for review by the Departmental Representative.

Task 2: Best available technologies / best environmental practices

- Based on Task 1, the Contractor will provide:
 - a **qualitative** description of the best available technologies and best environmental practices for reducing GHG emissions from stationary combustion equipment, their potential application in energy and industrial sectors in Canada;
 - a **quantitative** assessment of the efficiency and GHG emission intensity associated with the best available technologies and best environmental practices for reducing GHG emissions from stationary combustion equipment; and
 - a **qualitative and/or quantitative** description of i) the associated cost; ii) the technical considerations, if any; and iii) the environmental considerations, if any, in the selection of a BAT/BEP. The Contractor will provide sufficient information and analysis for ECCC to understand the importance of these considerations and the scenarios where they could apply. The BAT/BEP, associated cost, technical and environmental considerations will be summarized in a table format.
- In a draft report, the Contractor will break down this information by end use (heating, cooling, process steam generation, power generation, etc.), fuel type (solid, gaseous,

liquid, waste), and by equipment type (boilers, furnaces, etc.) – or another configuration approved by the Departmental Representative. Fuel switching and environmental practices, to the extent that they allow a user to achieve the output desired while minimizing GHG emissions, should also be considered.

Where relevant, the Contractor will provide a breakdown of quantitative figures by equipment size / capacity.

- In a draft report, the Contractor will also provide case studies (at least two for each end use category) of the industrial application of these best available technologies and best environmental practices, in Canada and abroad, along with the resulting emission intensity and efficiency figures, where available.

Deliverables related to Task 2:

2.1 Draft report chapters for each end use and/or equipment type, in MS Word format.

2.2 Draft report chapter highlighting case studies, in MS Word format.

Task 3: Emerging technologies and practices

- Building on Tasks 1 and 2, the Contractor will provide:
 - a **qualitative** description of emerging technologies and environmental practices for reducing GHG emissions from various stationary combustion equipment, and associated cost estimates/ranges.
- In a draft report, the Contractor will break down this information by end use (heating, cooling, process steam generation, power generation, etc.), fuel type (solid, gaseous, liquid, waste), and by equipment type (boilers, furnaces, etc.) – or another configuration approved by the Departmental Representative. Fuel switching and environmental practices, to the extent that they allow a user to achieve the output desired while minimizing GHG emissions, should also be considered. Where relevant, the Contractor will provide a breakdown of quantitative figures by equipment size / capacity.
- The Contractor will provide the drivers and barriers for these emerging technologies, along with an estimated timeline for their wider commercialization.

Deliverables related to Task 3:

3.1 Draft report chapter, in MS Word format: *Emerging technologies and practices.*

Task 4: Reporting

- The Contractor will combine the draft chapters into a draft final report, with relevant Appendices and a concluding chapter highlighting recommendations for future work. After addressing comments from the Departmental Representative, the Contractor will produce a final report.

Deliverables related to Task 4:

- 4.1 Draft report, in MS Word format.
- 4.2 Final report, in MS Word format.
- 4.3 All tables included in the written report, in MS Excel format.

Notes

- Completion of each task will be determined by the Departmental Representative with the deliverables being subject to the acceptance and/or approval of the Departmental Representative.
- This list of task elements is not necessarily exhaustive. The Contractor is encouraged and expected to provide any additional information discovered during the course of this work where this additional information would be deemed by the Departmental Representative to be relevant in fulfilling the purpose and objectives of this contract.
- As it applies to the non-invoice matters of this contract, all monetary values shall be expressed by the Contractor in Canadian dollars, with the source year readily visible. Instances of currency conversion shall be identified by the Contractor and accompanied by the Contractor's explanation of the exchange rate used.
- ECCC reserves the right to have the collected data and the reports reviewed, in a confidential manner, by a third party expert and/or industry consultants. The Contractor shall, where valid and reasonable, incorporate their recommendations, comments and views on all the deliverables.
- The Contractor is encouraged and expected to provide and present technical data in tables and graphs.
- The Contractor shall report all relevant sources of information.
- The Contractor shall prepare drafts and a final report that shall include, but not be limited to, the Tasks identified above. If a particular Task, or aspect thereof, cannot for any reason be fulfilled, then the Contractor must explain to the satisfaction of the Departmental Representative why this is so.
- All reports (either in draft or final form) shall be written in a clear and logical fashion and shall be submitted in a Microsoft Office format for Windows, version 2007 or later.
- All supporting and underlying data (raw data) shall be provided in Microsoft Excel format (version 2007 or later). Data must be properly organized, referenced and sourced. If estimates and assumptions are used, they must be clearly identified and justified. Spreadsheet design and documentation should enable modification and replication of results by the Departmental Representative.

DELIVERABLES AND SCHEDULE

The deliverables, reporting format and deadlines are outlined below in Table 1.

Table 1: Deliverables, Reporting Format, and Deadlines

DELIVERABLE	REPORTING FORMAT	DEADLINES
Task 1: Literature review		
1.1 Draft report chapter: Description of stationary combustion equipment in Canada	Word	December 21, 2018
1.2 Draft report chapter: Overview of GHG emissions from stationary combustion equipment	Word	December 21, 2018
1.3 Detailed outline of draft report chapters related to Task 2	Word	December 21, 2018
Task 2: Best available technologies / best environmental practices		
2.1 Draft report chapters for each end use / equipment type	Word	February 8, 2019
2.2 Draft report chapter: Case studies	Word	February 8, 2019
Task 3: Emerging technologies and practices		
3.1 Draft report chapter: Emerging technologies and practices	Word	March 1, 2019
Task 4: Report		
4.1 Complete draft report	Word	March 13, 2019
4.2 Final report	Word	March 13, 2019
4.3 All tables listed in the report	Excel	March 13, 2019

All deliverables must be provided in the required electronic format and submitted to the Departmental Representative. The Contractor will provide to the Departmental Representative electronic copies of all background documents (including reports, papers, notes, text, graphics, surveys, raw data, and spreadsheets) used for the delivery of this Contract.

STRUCTURE OF FINAL REPORT DELIVERABLES

The report will be written in a clear and logical fashion, complete with appendices as required, to address the issues and questions introduced in the Statement of Work, as well as any other items raised during discussions between the Contractor and the Departmental Representative. If a particular deliverable, or aspect thereof, cannot for any reason be fulfilled, an explanation, to the satisfaction of the Departmental Representative, is required. The Contractor may, subject to the approval of the Departmental Representative, change the suggested order of the final report from that implied by the Statement of Work.

Where appropriate and available, uncertainties will be identified, their sources explained and a range of high/low values or an appropriately justified data distribution will be provided. All the sources of information must be documented.

GENERAL INSTRUCTION FOR DELIVERABLES

Reports and correspondence generated by the Contractor during the course of this project shall be in English, be double-sided, using Microsoft Word, Microsoft Excel and Microsoft Power Point for Windows for presentations and other graphics.

Materials should be developed in a reader- and user-friendly format targeted toward an audience with a wide range of experience, education, and varying knowledge of the sector and its processes. It is recommended that an effective use of textual and visual (e.g., schematics) formats be incorporated within the report. Gaps in information and uncertainties (where they exist) shall be identified throughout the report if of importance.

ACCEPTANCE CRITERIA

All deliverables, and successful completion of the project, will be subject to approval by the Departmental Representative. If it is unsatisfactory, the contract will be cancelled moving forward.

COMMUNICATION

To assist with coordination of this project, the Contractor will communicate bi-weekly by email and/or by telephone with the Departmental Representative with updates on the project. The Contractor will describe briefly the status of each deliverables and any deviation from the work plan or the timelines in the proposal. Any changes to the schedule must be justified and accompanied with a solution that takes into account remaining timelines.

**ANNEX B
BASIS OF PAYMENT**

The bidder must complete the presentation sheet of the financial bids and include AN ALL INCLUSIVE GRAND TOTAL RATE in its financial bid when completed. At the very least, the bidder must meet this financial bid Format Sheet by including in its financial bid for the periods indicated below as per the following milestones;

Table 2: Deliverables, Reporting Format, and Deadlines

DELIVERABLE	REPORTING FORMAT	DEADLINES
Task 1: Literature review	Word	December 21, 2018
Task 2: Best available technologies / best environmental practices	Word	February 8, 2019
Task 3: Emerging technologies and practices	Word	March 1, 2019
Task 4: Report	Word	March 13, 2019

Contract Period: contract signing to March 31, 2019			
Category of Personnel	All-Inclusive Hourly Rate* (A)	Number of Estimated Hours (B)	Final Totals (A) X (B)
Project Manager			
Team Member #1			
Team Member #2			
			GRAND TOTAL: _____ \$

* Pricing: All prices must be firm prices exclusive of GST/HST.

All Costs to be Included: The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

ANNEX C
NON-DISCLOSURE CERTIFICATION

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: _____

Signature

Date