

<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada</p> <p>Walk-in submission : Environment Canada Queen Square Building 15th Floor Reception Area 45 Alderney Drive Dartmouth, Nova Scotia B2Y 2N6</p> <p>Courier/Mail Submission: Environment Canada Queen Square Building 16th Floor Mail Room 45 Alderney Drive Dartmouth, NS B2Y 2N6</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>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 National Firewood Production Study for Home Heating in Canada</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000039246</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2018-09-14</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 2018-10-04</p>	<p>Time Zone – Fuseau horaire</p> <p>ADT</p>
	<p>F.O.B – F.A.B <u>Destination</u></p>	
	<p>Address Enquiries to - Adresser toutes questions à Carole Daigle - carole.daigle@canada.ca</p>	
	<p>Telephone No. – N° de téléphone 902-426-0935</p>	<p>Fax No. – N° de Fax N/A</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2019-03-29</p>	
	<p>Destination - of Services / Destination des services See Herein</p>	
	<p>Security / Sécurité Security Provisions Required – See Herein</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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Installation and Decommissioning of Telemetry Receiver Stations in New Brunswick, Nova Scotia and Prince Edward Island

PART 1 – GENERAL INFORMATION

1. Security Requirement

- 1.1 There is a security requirement associated with this requirement.
- 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 Work to be performed is detailed under Annex A, Statement of Work of the resulting contract.

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 (2017-04-27 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):

Delete: In its entirety

Insert: "Deleted"

2. Submission of Bids

2.1 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.

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 ten (10) 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. 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:

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

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

Section I: Technical Bid two (2) hard copies

Section II: Financial Bid one (1) hard copy

Section III: Certifications two (2) hard copies

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

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 C. 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 milestone 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: 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.

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 and 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 – All the requirements of the bid solicitation**

1.2.2 **Point Rated Technical Criteria**

See Annex B – Evaluation Criteria

1.3 **Financial Evaluation**

Bidder to Complete Tables in Annex C, Basis of Payment

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 - Highest Combined Rating of Technical Merit and Price**

1. be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required **minimum of 74.5 points** overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of **125 points**.
2. Bids not meeting (choose (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 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 table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	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	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

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

3. Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid:
Former Public Servant Certification – See pages 4-6.

PART 6 - RESULTING CONTRACT

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

1. Security Requirement

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED A**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED A**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - b. *Industrial Security Manual* (Latest Edition).

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 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.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from Contract award date to ten weeks after Contract award date, with the option for one (1) additional option period: to start on Contract end date to no later than Mar 29, 2019; if Environment and Climate Change Canada exercises the option period, a contract amendment will be sent to the Contractor at least 10 days prior to contract end date.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Carole Daigle
Contracting Officer
Environment Canada
45 Alderney Drive
Dartmouth, NS
B2Y 2N6
Telephone: 902-426-0935
E-mail address: carole.daigle@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

The Technical Authority for the Contract is: *(to be provided upon contract award)*

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.

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 C, to a limitation of expenditure of **\$(to be determined)**. Customs duties and Applicable Taxes are extra, if applicable.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed **\$(to be determined)**. Customs duties and Applicable Taxes are extra, if applicable.
- (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 Payment

- (a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed below and the payment provisions of the Contract 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) all such documents have been verified by Canada;
 - (iii) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

8.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone Payment	Deliverable item	Firm Milestone Amount
1.	Work plan in electronic format including data collection strategy, procedure and schedule	20% of the Contract Value
2.	Preliminary respondent level consultation data and a regional summary	80% of Contract Value
3. Optional Milestone Payment, (if option period is exercised by ECCC).	Final report in electronic and paper format	100% of Optional Period Value

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) 2018-06-21
- (c) Annex A, Statement of Work;
- (d) Annex B, Evaluation Criteria
- (e) Annex C, Basis of Payment/Financial Bid Evaluation
- (f) Annex D, Security Requirement Check List
- (g) the Contractor's bid dated (*to be determined*)

ANNEX A STATEMENT OF WORK

Title: National Study of Production of Firewood for Residential Heating in Canada

SW01 Purpose:

To develop activity data for the modelling of emissions and removals of greenhouse gases (GHGs) from the production of residential firewood.

SW02 Objective:

1. Develop a quantitative analysis of the proportions of firewood used for residential heating that come from different land uses, including forest producer associations on private lands, forest producers on public forests, woodlot owners, farmers, maple syrup producers, professional arborists and commercial retail suppliers.
2. Develop a quantitative analysis of the methods used in the harvest of firewood and the proportions of firewood that are harvested by using different approaches.

SW03 Background:

1. Rationale:

Woody biomass is a renewable resource commonly used for energy production in Canada. Firewood accounts for roughly 18% of residential heating energy, constituting at present the third-largest source of energy used to heat Canadian homes¹.

Even though wood is a renewable source of energy, its combustion can be a significant source of greenhouse gases (GHGs) and other air pollutants including black carbon. It has been estimated that home firewood use accounted for emission of 25 Mt of CO₂ equivalent (including emissions of CO₂, CH₄ and N₂O) in 2016, which represents 20% of total emissions reported from the use and disposal of harvested wood products in Canada for the same year². However, the supply chain is not well documented, it is possible that both total woody biomass harvest and the proportion of it represented by residential firewood harvest is not estimated accurately.

Over the past years, significant resources have been attributed to quantifying industrial woody biomass feedstocks for energy production in recent studies^{3 4 5}. Commercial logging and the management of commercial residues are monitored and carbon balances are modelled using an advanced approach with the Canadian Carbon Budget Model (CBM-CFS3⁶). However, currently these sources only account for a maximum of two thirds of the woody biomass burned for energy production in Canada, the rest being made up of residential firewood. It is commonly

¹ Energy Efficiency Trends in Canada 1990 to 2013, available at <http://www.nrcan.gc.ca/energy/publications/19030>

² National Inventory Report 1990–2016: Greenhouse Gas Sources and Sinks in Canada, available at: <https://www.canada.ca/en/environment-climate-change/services/climate-change/greenhouse-gas-emissions.html>

³ Kurz, W.A. et al, presentation on "The Potential Contribution of Canada's Forest Sector to Climate Change Mitigation", available online at:

http://www.nacarbon.org/meeting_ab_presentations/2015/2015_Jan28_AM_Kurz_54.pdf

⁴ Natural Resources Canada. 2014. Comprehensive Energy Use Database: Residential Sector; Table 7: Space Heating Secondary Energy Use and GHG Emissions by Energy Source. Office of Energy Efficiency.

<http://oe.e.nrcan.gc.ca/corporate/statistics/neud/dpa/showTable.cfm?type=CP§or=res&juris=ca&rn=7&page=0>

⁵ Smyth, C. E., Stinson, G., Neilson, E., Lemprière, T. C., Hafer, M., Rampley, G. J., and Kurz, W. A.: Quantifying the biophysical climate change mitigation potential of Canada's forest sector, *Biogeosciences*, 11, 3515-3529, doi:10.5194/bg-11-3515-2014, 2014. Available online at: <https://cfs.nrcan.gc.ca/publications?id=35590>

⁶ <http://www.nrcan.gc.ca/forests/climate-change/carbon-accounting/13107>

accepted that firewood for residential heating in eastern Canada is sourced mainly from hardwood forests near major population centres, agricultural lands and urban forests but the methods of firewood harvest and inventories of these sources are poorly documented, making it difficult to evaluate the real environmental benefits or impacts of firewood.

In Quebec alone, in 2015, it is estimated that a volume of 250 dry kilotonnes of wood pellets and 18 thousand cubic metres of firewood were burned for residential heating⁷. However, these estimates of harvested volumes of firewood do not include information on wood sources and harvest practices.

To effectively monitor both the benefits and the impacts of the use of firewood as a heat source in residences in Canada, it is important to document the supply chain and the practices that are carried out to extract this resource from Canadian forests and other lands. In this way carbon stock changes resulting from firewood harvest, and associated emissions and removals of greenhouse gases, can be tracked for the purposes of reporting in the National Greenhouse Gas, Air Pollutant and Black Carbon Inventories.

2. Consultations to producers of firewood for residential heating in the regions of Quebec, Ontario and the Maritimes – New Brunswick, Nova Scotia, and Prince Edward Island:

In 2016, Environment and Climate Change Canada (ECCC) started a study aiming to document the environmental impact of different harvest practices in the production of residential firewood in Canada from the perspective of extracted biomass and collection practices, and to evaluate the impact of the extraction of residential firewood on the capacity of forests to sequester carbon by using a modelling tool in different pilot areas.

During this study a consultation process was carried out by phone calls and emails with producers of firewood for residential heating in the regions of Quebec, Ontario and the Maritimes – New Brunswick, Nova Scotia, and Prince Edward Island. The collection of data from firewood producers was found to be challenging with a relatively low rate of participation making the result not representative enough to make a good assessment. The consultation process provided recommendations to improve data collection.

The questionnaire, a contact list of firewood producers in the regions of Quebec, Ontario and the Maritimes and the results of this consultation process will be available to the Contractor to be used as background information and lessons learned for a more comprehensive study to be carried out at the national level through the present Contract.

3. 2017 Households and The Environment Survey (HES):

In 2017, ECCC collaborated with Statistics Canada (StatCan) in the preparation of a list of questions related to wood consumption for residential heating in Canada as part of the questionnaire for the Households and The Environment Survey (HES).

The HES is carried out every two years by StatCan and “*measures the environmental practices and behaviours of Canadian households that relate to the condition of our air, water and soils*”. This survey was also designed to “*collect data to develop and improve three key environmental indicators: air quality, water quality and greenhouse gas emissions*”⁸.

⁷ Ressources et Industries Forestières du Québec - Portrait Statistique - Édition 2016, available at: <http://www.mffp.gouv.qc.ca/publications/forets/connaissances/portrait-statistique-2016.pdf>

⁸ http://www23.statcan.gc.ca/imdb/p3Instr.pl?Function=getInstrumentList&Item_Id=297742&UL=1V&

The list of questions about wood use for residential heating will be available to the Contractor to be used as background information in the study subject of this Contract.

SW04 Terminology:

1. Non-conventional market products: market products not fully regulated, not well inventoried and poorly documented.
2. Firewood: wood used for heating residential, recreational and agricultural establishments

SW05 Reference Documents:

1. The questionnaire, the contact list of firewood producers in the regions of Quebec, Ontario and the Maritimes and the results of the consultation process with producers in this list, as referred to in SW03.
2. List of questions related to wood consumption for residential heating in Canada as part of the questionnaire for the 2017 Households and The Environment Survey (HES), referred to in SW03.

SW06 Requirements:

In the context of the quantification of firewood supply and identification of best management approaches to maximize sustainability of feedstocks, it is necessary to collect activity data on production of firewood for residential heating.

SW07 Tasks:

Without limiting the scope of work, the Contractor shall carry out the main items of work as described herein.

1. Based on an analysis of the results of the consultations, the challenges identified and the recommendations presented in the consultations referred to in subsection SW03, the Contractor must develop a strategy for the collection of the information that is required for the study. This strategy could include a combination of direct information collection by telephone, by providing access to a questionnaire online, and providing active online support. The strategy should also include expert consultations and reviews of known provincial/territorial or municipal data sources as appropriate.
2. The Contractor must collect the maximum amount of information on harvest practices used in Canada either through direct consultation with firewood producers or through consultation with expert groups, differentiating that information by type of provider: 1. forest owners/managers on private lands including woodlot owners, 2. forest professionals on public forests, 3. farmers, 4. maple syrup producers, 5. professional arborists and 6. commercial retail suppliers. The Contractor must also identify the land-use category (e.g. forest, agriculture, urban) wherever possible. The collection of data must conform to a sampling design and approach that will provide defensible, quantitative results.
3. The Contractor must supply an initial summary based on raw data results and through consultation with the Technical Authority, must carry out and document a quality control of data to remove evident outliers and errors through consultation with the Technical Authority and potential follow-up with respondents.

SW07.2 Optional Tasks (if Option Period is exercised by ECCC):

4. The Contractor must supply the final data and summary of results, including harvest practices and regional averages based on a regional breakdown determined with the Technical Authority based on the distribution of respondents.

5. The Contractor must provide a final report detailing methodology, Quality Assurance/Quality Control (QA/QC) procedures, uncertainty, regional data summaries (including methodology in the summation process) and a brief summary of key results.

SW08 Deliverables:

1. The Contractor must submit to the Technical Authority a work plan in electronic format including data collection strategy, procedure and schedule, for approval by three weeks after contract award date.

2. The Contractor must submit to the Technical Authority an electronic file with preliminary respondent level consultation data and a regional summary, after completion of QA/QC in consultation with the Technical Authority, by ten weeks after contract award date. Upon receipt, the Technical Authority will review the results and evaluate the viability of consultation process for producing the final contract results.

Optional Deliverables (if the Option Period is exercised by ECCC):

3. The Contractor must submit to the Technical Authority a final report in electronic and paper format documenting:

- a. Consultation procedure,
- b. Uncertainty and data weaknesses
- c. Quality control/quality assurance documentation
- d. Brief summary of key results

All work produced by the Contractor will be subject to review/approval by the Technical Authority or his/her designate.

The Contractor must maintain communications with the Technical Authority throughout the Contract and copies of all correspondence must be sent to him/her.

All Deliverables must be compatible with Environment and Climate Change Canada's computer systems.

SW09 Deliverable Schedule:

Deliverable Number	Deliverable item	Delivery Date (on or before)
Deliverable 1	Work plan in electronic format including data collection strategy, procedure and schedule	Three Week After Contract Award

Deliverable 2	Preliminary respondent level consultation data and a regional summary	Ten weeks after contract award date
Optional: Deliverable 3 (if option period is exercised by ECCC)	Final report in electronic and paper format	Mar 29, 2019

SW10 Crown Input:

ECCC will provide documentation as described in SW05 and clarification on the requirements described in SW06 and SW07, when needed.

SW11 Communication:

The Contractor or Contractor Representative must be proficient in both English and French to carry out the consultations.

SW12 Work Location:

The work will be performed at the Contractor's location.

SW13 Travel:

Travel may be required under this Contract and is dependant on the data collection strategy and procedure conducted by the Contractor.

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, in accordance with Contract Cost Principles 1031-2, with no allowance for profit and/or administrative overhead. All payments are subject to government audit. Travel Expenses must not exceed the National Joint Council Travel Directive rates, incidentals will not be reimbursed: https://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

SW14 Confidentiality:

It is understood and agreed that the Contractor must, during and after the effective period of the ensuing contract, treat as confidential and not divulge, unless authorized in writing by the Technical Authority, any information obtained in the course of the performance of the ensuing contract.

ANNEX B EVALUATION CRITERIA

1. Point-Rated Technical Evaluation Criteria

2.1 Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

The bidder must obtain a minimum pass mark of 74.5 points within the technical evaluation based on the following grid. Bids that obtain less than 74.5 points will be considered non-responsive.

	Maximum score	Minimum required
Technical Proposal		
<p>R-1 Demonstrated experience in developing and collecting information about non-conventional market products at a national or sub-national scale, maximum points if firewood for residential heating at a national scale</p> <ul style="list-style-type: none"> - 0 pt: No study of non-conventional market products - 2 pts for each study of non-conventional markets products at the sub-national level - 2.5 pts for each study of non-conventional market products specifically for residential firewood at the sub-national level - 4 pts for each study of non-conventional markets products at the national level - 5 pts for each study of non-conventional market products specifically for residential firewood products at the national level 	Max: 15	Min: 7.5
<p>R-2 Demonstrated knowledge of forestry in the team (either all members of the team with similar level of knowledge or with different levels which when combined make up a team with the background required), specifically in the production of or use of wood for bioenergy</p> <ul style="list-style-type: none"> - 0 pt: No knowledge - 1.5 pts if team has educational background related to forestry - 1.5 pts if team has carried out 1 or more research projects in forestry - 3 pts if team has educational background related to forestry and has carried out 1 or more research projects in forestry - 3 pts if team has educational background related to forestry, specifically in production of or use of wood for bioenergy - 3 pts if team has carried out 1 or more research projects in forestry, specifically in production of or use of wood for bioenergy - 5 pts if team has educational background related to forestry, 	Max: 5	Min: 3

specifically in production of or use of wood for bioenergy, and has carried out 1 or more research projects in forestry, specifically in production of or use of wood for bioenergy		
<p>R-3 Demonstrated knowledge of the principles of data collection, data management, confidentiality issues with data, uncertainty and quality assurance/quality control.</p> <ul style="list-style-type: none"> - 0 pt: No knowledge - 1 pts for knowledge on each one the five principles required (data collection, data management, confidentiality issues with data, uncertainty and quality assurance/quality control) acquired through demonstrated educational background in a relevant field (e.g. information technology, statistics, environmental studies) - 2 pts for knowledge on each one the five principles required (data collection, data management, confidentiality issues with data, uncertainty and quality assurance/quality control) acquired through demonstrated work experience in a relevant field (e.g. information technology, statistics, environment, forestry) - 2 pts for knowledge on each one the five principles required (data collection, data management, confidentiality issues with data, uncertainty and quality assurance/quality control) acquired through 1 or more research projects related but not limited to forestry, energy, environment 	Max: 20	Min: 15
<p>R-4 The quality of the previous related studies of comparable scope submitted, 4 pts per study up to a maximum of 3 studies.</p> <ul style="list-style-type: none"> - Depth of analysis to be evaluated based on the number and relevance of findings, quality of conclusions and/or recommendations as backed by the findings <ul style="list-style-type: none"> o 0 pts if poor, o 1 pts for each study if good, o 2 pts for each study if excellent - Organization and presentation of the results to be evaluated based on quality of the text, the clarity and relevance of graphics, tables and text used to explain the results <ul style="list-style-type: none"> o 0 pts if poor, o 1 pts for each study if good, o 2 pts for each study if excellent 	Max: 12	Min: 6
Sub-total	Max: 52	Min: 31.5

		Maximum Score	Minimum Required
<u>TEAM MEMBER EXPERIENCE AND QUALIFICATIONS</u>	R5. Does the project team (excluding the Project Manager) have a balance of team members who have the experience required to meet the objectives of this work? Proof of experience must be provided in the proposal for the key members of the team according to the Team Experience section of the Proposal Instructions (25 points maximum)	Max: 25	Min: 15
(MAX. 5 POINTS) MINIMUM REQUIRED 3 POINTS	<p>a) Does the team have experience developing and collecting information about non-conventional market products and/or firewood and/or use of wood for bioenergy and/or forest products?</p> <p>Maximum* 0.5 point per year per team member, up to 10 years.</p>	5	3
(MAX. 5 POINTS) MINIMUM REQUIRED 3 POINTS	<p>b) Does the team have experience in conducting analyses of data from the forest industry and/or natural resource industry?</p> <p>Maximum* 0.5 point per year per team member, up to 10 years.</p>	5	3
(MAX. 5 POINTS) MINIMUM REQUIRED 3 POINTS	<p>c) Does the team have experience managing confidential data?</p> <p>Maximum* 0.5 point per year per team member, up to 10 years.</p>	5	3
(MAX. 5 POINTS) MINIMUM REQUIRED 3 POINTS	<p>d) Does the team have experience managing quality assurance/ quality control of data?</p> <p>Maximum* 0.5 point per year per team member, up to 10 years.</p>	5	3
(MAX. 5 POINTS) MINIMUM REQUIRED 3 POINTS	<p>e) Does the team have experience in analysing data from studies related to firewood/HWP or forest products? (should be demonstrated in the proof of experience, for example through the participation in projects/activities that included the analysis of similar or comparable data)</p> <p>Maximum* 0.5 point per year per team member, up to 10 years.</p> <p>*points per year dependent on the demonstrated quality of experience</p>	5	3

<p>(MAX. 35 POINTS) MINIMUM REQUIRED: 20 POINTS</p>	<p>R6. Quality and creativity of workplan</p> <p>a. Does the work plan identify milestones and how the contractor will achieve the objectives? (15 points maximum)</p> <p>The proposal clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work (15).</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work (10).</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for many of the requirements identified in the Statement of Work (5).</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for all the requirements identified in the Statement of Work (0).</p> <p>b. Does the data collection strategy adequately address the challenges of collecting data about non-conventional market products?</p> <p>The strategies outlined in the text do not consider the challenges associated with the collection of data about non-conventional market products or the residential firewood industry (0 pts)</p> <p>The proposal contains an evaluation of the challenges associated with the collection of data about non-conventional market products but the proposed approach only partially addresses these challenges, or is not fully developed. (10 pts).</p> <p>The proposal contains an evaluation of the challenges associated with the collection of data about non-conventional market products and specifically firewood and the proposed approach fully addresses these challenges and is fully developed (20 pts).</p>	<p><u>Max: 35</u></p> <p><u>15</u></p> <p><u>20</u></p>	<p><u>Min: 20</u></p> <p><u>10</u></p> <p><u>10</u></p>
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**ANNEX C
BASIS OF PAYMENT/FINANCIAL BID EVALUATION**

The period of the Contract is from Contract award date to ten weeks after Contract award date, with the option for one (1) additional option period: to start on Contract end date to no later than Mar 29, 2019; if Environment and Climate Change Canada exercises the option period, a contract amendment will be sent to the Contractor at least 10 days prior to contract end date.

Reimbursement of Travel Expenses will not exceed National Joint Council Travel rates and incidentals will not be reimbursed: <http://www.njc-cnm.gc.ca/directive/d10/v10/en>

The total proposed price, including the option period, will be used as the evaluated price.

The price proposal should indicate a detailed breakdown of the total quoted price. The price proposal should address each of the following as applicable:

- (a) Labour
- (b) Equipment
- (c) Supplies

Quotation for the Purpose of Submitting a Bid:

The Bidder is to supply a per day charge which includes all requirements as set out in the Statement of Work. Contractors must consider all costs in their Financial Proposal.

The daily charge should reflect all expenses related to the contract for each period quoted. The Bidder is to submit milestone invoices which reflect the number of days for each deliverable.

Tables 1, 2 and 3 Must Be Completed by Bidder:

Table 1. Professional Fees and All Associated Costs

Milestone Payment	Deliverable item	Per Diem Rate	Number of Days	Total Amount
1	Work plan in electronic format including data collection strategy, procedure and schedule			
2	Preliminary respondent level consultation data and a regional summary			
Optional Milestone 3 (if option period is exercised by ECCC)	Final report in electronic and paper format			
TOTAL AMOUNT (1)				

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, in accordance with Contract Cost Principles 1031-2, with no allowance for profit and/or administrative overhead. All payments are subject to government audit.

Travel Expenses must not exceed Treasury Board's Travel Directive allowable rates.)
<https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html>

Table 2. Maximum Estimated Travel Expenses

Expense Description	Unit (Per Diem/Day, Etc.)	Total Amount
TOTAL TRAVEL EXPENSE AMOUNT (2)		

TOTAL AMOUNT OF TH BID FOR PRICE EVALAUTION

N*	Description	Amount (\$)
1	TOTAL - PROFESSIONAL FEES AND ALL ASSOCIATED COSTS (1)	
2	TOTAL TRAVEL EXPENSE (2)	
TOTAL FOR EVALUATION (1) + (2)		



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Security Classification / Classification de sécurité UNCLASSIFIED

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

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 STB	
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 National Study of Production of Firewood for Residential Heating in Canada		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input 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 checked="" type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat 5000039246
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? 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 : Work to be done at Contractor's site with potential access to protected-A information related to firewood products

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



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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	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production	✓															
IT Media / Support TI	✓															
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- 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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Ana Blondel	Title - Titre Project Engineer - AFOLU	Signature ana.blondel@c.gc.ca	<small>Digitally signed by ana.blondel@c.gc.ca DN: c=Canada, o=Government of Canada Date: 2018.07.10 16:27:18 -0400</small>
Telephone No. - N° de téléphone 819-938-5240	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel ana.blondel@canada.ca	Date 10 July 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lyndia Villeneuve	Title - Titre Manager Regional Security	Signature 	
Telephone No. - N° de téléphone 819-938-5742	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lyndia.villeneuve@canada.ca	Date 26 July 2018
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 / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> 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