



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada 201 – 401 Burrard Street Vancouver, BC V6C 3S5</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 <i>Mackenzie River Basin State of the Aquatic Ecosystem Report – Ecosystem Assessment and Web Development</i></p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000039914</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2019-01-03</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 10:00 A.M. on – le 2019-02-12</p>	<p>Time Zone – Fuseau horaire Pacific Standard time</p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à <i>Angelina Garcia</i> <i>Contracting Authority</i> <i>Environment Canada</i> <i>201 – 401 Burrard St.</i> <i>Vancouver, BC V6C 3S5</i> <i>Email: Angelina.Garcia@canada.ca</i></p>	
	<p>Telephone No. – N° de téléphone 604-664-9114</p>	<p>Fax No. – N° de Fax 604-713-9867</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2019-04-01 – 2020-12-31</p>	
	<p>Destination - of Services / Destination des services Saskatchewan</p>	
	<p>Security / Sécurité There is no security requirement associated with this solicitation.</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>	

Cover page (signed) must be submitted together with the Bidder's proposal.

TABLE OF CONTENTS

PART 1 – INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former public servants – Competitive Bid
4. Enquiries – Bid Solicitation
5. Applicable Laws
6. Basis for Canada's Ownership of Intellectual Property

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS

1. Certifications Required Precedent to Contract Award
2. Certifications Required with the Bid

PART 6 – SECURITY AND OTHER REQUIREMENTS

1. Security Requirement
2. Insurance Requirements

PART 7 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents

List of Annexes:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Insurance Requirements
Annex D	Integrity Regime
Annex E	Federal Contractors Program for Employment Equity - Certification
Annex F	Former Public Servant – Competitive Bid Form

Title: MACKENZIE RIVER BASIN STATE OF THE AQUATIC ECOSYSTEM REPORT – ECOSYSTEM ASSESSMENT AND WEB DEVELOPMENT

PART 1 – GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this requirement.

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) 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 fifteen (15) 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 Saskatchewan.

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 and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, under exception 4.4.1 where the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination; except of indigenous knowledge for which intellectual property rights rest with knowledge holders. This includes all materials both draft and final.

Intellectual property matters will be dealt with via specific text within the contract.

PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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 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 the performance of 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.
The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for the Work to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.)
- b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable. (*Insert the following if applicable:* "These items will be deliverable to Canada upon completion of the contract. ").

- 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. 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 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

To facilitate review of each project proposal, Bidders must indicate the relevant page number(s) in their proposal which address the Mandatory Project Requirements. Bidders must provide sufficient detail in their proposal to demonstrate all mandatory requirements have been met.

	Screening Criterion	Page#	Yes	No
M1	<p>Demonstrating knowledge and experience Bidder must demonstrate knowledge of and have a minimum of two years' experience conducting aquatic ecosystem assessments, and designing websites. This knowledge and experience should include consideration of multiple knowledge systems and/or bridging/braiding knowledge systems in reporting. This will be demonstrated by listing and describing previous work experience, and listing the time period during which the experience was obtained and references to projects completed.</p>			

	Bidder may convene a team of experts to complete this work. However it must be demonstrated during the bidding process, how collaborators collectively have knowledge and experience assessing and reporting aquatic ecosystem health from multiple knowledge perspectives and designing websites.			
M2	Bidder must demonstrate a minimum of two years' experience in project management and an ability to deliver high quality results in a timely manner. References for previous project work should be provided to assist the Technical Authority in evaluating this qualification.			

1.2.2 Point Rated Technical Criteria

The following evaluation criteria will be used to rate the proposals.

	Evaluation Criterion	Score	Rating
R1	<p>Understanding the requirement's purpose and objectives The Bidder's proposal demonstrates an understanding of the requirement's purpose and objective by submitting a professional quality project plan proposal to achieve the ecosystem assessment and web reporting needs identified in the Statement of Work.</p> <p>8-10 points – very clear understanding shown in proposal document 5-7 points – somewhat understanding shown in proposal document 0-4 points – no understanding shown in proposal document</p>	/10	
R2	<p>Technical approach and methodology to meet objectives (data and information availability) The Bidder's proposal reflects familiarity of data availability and information sources that could support the reporting of health of the Basin from an Indigenous knowledge perspective and the appropriate indicators/signs and signals to answer questions raised about the health of the basin (as described in the approach on page 7). The Bidder shall demonstrate this through identification of potential data and information sources for the basin, indicators, ways to address data and information gaps, and the proposed project cost should reflect ways to acquire the necessary data and information for the indicators.</p> <p>8-10 points – very clear demonstration of data/information sources and gaps with very clear demonstration of how contractor will address the data/information gaps 5-7 points – somewhat reasonable demonstration of data/information sources and gaps with reasonable demonstration of how contractor will address the data/information gaps 0-4 points – not enough level of detail to demonstrate how the contractor will carry out the work.</p>	/10	
R3	<p>Technical approach and methodology to meet objectives (analyses of indicators/signs and signals, and braiding knowledge) The Bidder's proposal reflects relevant understanding of western science and indigenous knowledge. The Bidder shall demonstrate this by applying and adapting the presented braiding approach to yield ecosystem assessment results that could be presented in the SOAER.</p> <p>8-10 points – very clear understanding of western science and indigenous knowledge. The Contractor very clearly demonstrates approach to yield results that could be presented in the SOAER 5-7points – somewhat of an understanding of western science and indigenous knowledge. The Contractor</p>	/10	

	Evaluation Criterion	Score	Rating
	<p>demonstrates somewhat reasonable approach to yield results that could be presented in the SOAER</p> <p>0-4points – no understanding of western science and indigenous knowledge. The contractor does not provide an approach to yield results that could be presented in the SOAER.</p>		
R4	<p>Technical approach and methodology to meet objectives (web design and ecosystem communication)</p> <p>The Bidder's proposal demonstrates an understanding of the task at hand by evaluating the current MRBB website, determining its ability to meet reporting needs identified in the Statement of Work, and proposing a work flow and considerations for a web based reporting platform for the results of the ecosystem assessment.</p> <p>8-10 points – very clear understanding of website requirements and needs for reporting as identified in the Statement of Work</p> <p>5-7 points – somewhat of an understanding of website requirements and reporting needs as identified in the Statement of Work</p> <p>0-4 points – no understanding of website requirements and reporting needs as identified in the Statement of Work</p>	/10	
R5	<p>Recognition of possible challenges, proposed solutions and additional innovative suggestions to mitigate them</p> <p>8-10 points – clearly recognizes and identifies possible challenges with proposed solutions and suggestions.</p> <p>5-7 points – somewhat recognizes and identifies some possible challenges with proposed solutions and suggestions</p> <p>0-4 points – does not recognize or identify possible challenges. Does not propose solutions and suggestions.</p>	/10	
R6	<p>The Bidder's proposal demonstrates knowledge of and experience assessing aquatic ecosystem health (i.e., water quality, water availability, species and habitat, human wellbeing). The Bidder shall demonstrate this by listing previous work experience including relevant projects completed, time frame for the projects, the client or reference for whom the projects were completed, and the Bidder's role in each project. Knowledge and experience assessing aquatic ecosystem health in the Mackenzie River Basin will be considered an asset.</p> <p>8-10 points – very clearly demonstrates experience, time frame for projects completed, references and contractors role.</p> <p>Additional bonus point(s) – 1 point for each sample of work or project that demonstrates relevant experience and provides examples of work in the Mackenzie River Basin.</p> <p>5-7 points – demonstrates adequate experience, time frame for projects completed, references and contractors role</p> <p>0-4 points – does demonstrate experience, timelines and/or contractors role.</p>	/10	
R7	<p>The Bidder's proposal demonstrates knowledge of and experience with reporting on aquatic ecosystem health. The Bidder shall demonstrate this by listing previous work experience including relevant projects completed, time frame for the projects, the client or reference for whom the reporting was completed, and the Bidder's role in each project. Knowledge and experience reporting aquatic ecosystem health in the Mackenzie River Basin will be considered an asset.</p>	/10	

	Evaluation Criterion	Score	Rating
	<p>8-10 points – very clearly demonstrates knowledge, lists more than two projects completed, time frame for projects completed, references and contractors role.</p> <p>Additional bonus point(s) – 1 point for each sample of work or project that demonstrates relevant experience and provides examples of work in the Mackenzie River Basin.</p> <p>5-7 points – demonstrates knowledge, lists less than two projects completed, time frame for projects completed, references and contractors role</p> <p>0-4 points – does not demonstrate knowledge, Does not identify previous work or references.</p>		
R8	<p>The Bidder's proposal should include experience working with indigenous knowledge systems, holders and/or experts and experience applying this information for ecosystem assessments.</p> <p>The Bidder shall demonstrate this by listing previous work experience including relevant projects completed, time frame for the projects, the client or reference for whom the reporting was completed, the indigenous communities that the Bidder worked with, and the Bidder's role in each project.</p> <p>8-10 points – very clearly demonstrates previous relevant work experience with indigenous knowledge systems/holders, time frame for projects completed, references and contractors role</p> <p>5-7 points – somewhat demonstrates previous relevant work experience with indigenous knowledge systems/holders, time frame for projects completed, references and contractors role</p> <p>0-4 points – does not demonstrate previous relevant work experience</p>	/10	
R9	<p>The Bidder's proposal demonstrates knowledge of and experience in developing a website including web-content.</p> <p>The Bidder shall demonstrate this by listing previous work experience including the web addresses associated with these projects, time frame for the projects, the client or reference for whom the websites were developed, and the Bidder's role in each project.</p> <p>8-10 points – very clearly demonstrates knowledge and previous work experience developing website including web-content and provides previous work experience including web addresses associated with projects, time frame, reference and contractors role</p> <p>5-7 points – somewhat demonstrates knowledge and previous work experience developing website including web-content and provides previous work experience including web addresses associated with projects, time frame, reference and contractors role</p> <p>0-4points – does not demonstrate previous relevant work experience</p>	/10	
R10	<p>The Bidder's proposal demonstrates experience in project management and clearly outlines how project management principles will be applied to the project.</p> <p>The Bidder shall demonstrate through examples of completed projects of a similar magnitude, and how successful project management skills will be applied in the proposed project.</p> <p>Where relevant, the Bidder is encouraged to indicate project management experience for projects relevant to the Mackenzie Basin, with the MRB Transboundary Waters Master Agreement, or existing Bilateral Water Management Agreements.</p>	/10	

	Evaluation Criterion	Score	Rating
	8-10 points – very clearly demonstrates examples of completed projects of similar magnitude and how successful project management skills will be applied in the proposed project. The Bidder provides examples of projects relevant to the Mackenzie Basin (MRB), with the MRB Transboundary Waters master Agreement, or existing Bilateral Water Management Agreements		
	5-7 points – demonstrates examples of completed projects and how successful project management skills will be applied in the proposed project.		
	0-4 points – does not demonstrate examples of completed projects of similar magnitude.		
	Total minimum points to pass	70/100	

1.3 Financial Evaluation

1.3.1 Mandatory Financial Criteria

Item	Criterion	Page #	Met	Not Met
MF1	The maximum budget for the project (professional fees and travel, if needed) is \$250,000.00 (taxes extra, if applicable)			

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.

For evaluation purposes only, the price of the bid will be determined based on the total price, including all option periods, if any.

2. A0036T (2007-05-25) Basis of Selection - Highest Rated Within Budget

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

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 (see Annex D)

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.

Signed (Contractor's Representative)

Date

1.2 Federal Contractors Program for Employment Equity - Bid Certification (see Annex E)

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

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

Signed (Contractor's Representative)

Date

1.3 Former Public Servant – Competitive Bid (see Annex F)

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.

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.

Signed (Contractor's Representative)

Date

3. Certifications Required with the Bid

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

PART 6 – SECURITY AND OTHER REQUIREMENTS

1. Security Requirement

There is no security requirement under this contract.

2. Insurance Requirements

PWGSC SACC Manual clause G1007T (2016-01-28) Insurance – Proof of Availability Prior to Contract Award

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C, Insurance Requirements.

The Bidder is not required to purchase the insurance until in receipt of Notification of Contract award through a letter of intent.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - 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: Mackenzie River Basin State of the Aquatic Ecosystem Report – Ecosystem Assessment and Web Development

1. Security Requirement

There is no security requirement associated with this requirement.

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."

At Section 19 Copyright

Delete: In its entirety

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.

alternately:

In lieu of a written permanent waiver of moral rights as defined in the Copyright Act, R.S., 1985, c. C-42, the contractor has requested that conventional formats for reports, papers or presentation be used for referencing the creators of the Work. Examples of information that may be included for referencing include:

"Authors, title of paper (presentation or report), identifying numbers of journal (presentation or report), year."

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.
6. The Crown believes that aboriginal traditional knowledge (ATK) should remain the property of those who hold it and that the knowledge holders themselves should have a say in how their knowledge is captured and used. The Contractor will make every effort to ensure ATK is captured accurately and in accordance with the knowledge holder's understanding and expectations. If required, the Contractor will enter into an agreement with the holder(s) of the ATK wherein any intellectual property associated with the capture of their ATK will be vested in the knowledge holder(s) themselves. To this end, all transcripts, notes, audio and video recordings, or any other media used to capture the ATK will be provided back to the knowledge holder(s) at the completion of this project. The Contractor will obtain a suitable license to the ATK from the originating party and hereby grants to the Crown a non-exclusive, perpetual, irrevocable, world-wide, fully-paid and royalty-free license to exercise all intellectual property rights in the ATK that vest in the Owner for the Crown's non-commercial purposes. For cases where the Contractor is not the ATK knowledge holder, the Contractor will not retain any ongoing rights to use the ATK.
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.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from April 1, 2019 to December 31, 2020 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:	Angelina Garcia
Title:	Procurement Specialist
Organization:	Environment Canada
Address:	201 – 401 Burrard Street, Vancouver, BC V6C 3S5
Telephone:	604-664-9114
Facsimile:	604-713-9867
E-mail address:	Angelina.Garcia@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:

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

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 _____, to a limitation of expenditure of \$ _____ (*insert the amount at contract award*). Customs duties are _____ (*insert "included", "excluded" OR "subject to exemption"*) and Applicable Taxes are extra.

7.2 Limitation of Expenditure

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

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

8 Invoicing Instructions

8.1 Milestone Payments

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

- a) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a **condition** of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

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) Annex C, Insurance Requirements
- f) 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

The Contractor hereby agrees to

Provide professional services in the project titled: Mackenzie River Basin State of the Aquatic Ecosystem Report – Ecosystem Assessment and Web Development

1. BACKGROUND

The Mackenzie River (Figure 1) flows from the Columbia Icefield in Jasper National Park and the deep snowfields of the upper Peace River in northeastern British Columbia to its mouth on the Beaufort Sea of the Arctic Ocean. The Mackenzie River Basin covers about 1.8 million square kilometers or about 20% of the landmass of Canada. Because the Basin contains several large rivers that flow across political boundaries, management actions taken in one jurisdiction may affect the water resources in one or more neighboring jurisdictions downstream.



Figure 1 – Mackenzie River Basin and its Sub-Basins

The Mackenzie River Basin Transboundary Waters Master Agreement was signed in 1997 by the governments of BC, Alberta, Saskatchewan, Yukon, Northwest Territories and Canada. It requires the water resources within the Mackenzie River Basin to be managed in a manner that is consistent with the maintenance of the ecological integrity of the aquatic ecosystem, and for water resource use be managed in a sustainable manner for present and future generations.

To administer these commitments, the Mackenzie River Basin Board (MRBB) was established with representation from each of the signatories to the Master Agreement and Indigenous representation from each jurisdiction. Among its duties, the MRBB periodically assesses the health of the aquatic ecosystem through development and publication of a State of the Aquatic Ecosystem Report (SOAER). This assessment is intended to guide decision making of the MRBB through better understanding of the conditions and changes within the Basin, and to inform basin residents of the state of the aquatic ecosystem. In the development and publication of the SOAER, the needs and concerns of Indigenous peoples must be respected by providing culturally appropriate communication and including Indigenous knowledge and values.

For the upcoming SOAER, two committees of the MRBB have been convened: the Traditional Knowledge and Strengthening Partnerships (TKSP) Committee and the SOAER Committee, collectively known as the Joint Steering Committee (JSC). The JSC is advocating for a 'braided knowledge' approach, which recognizes the value and importance of indigenous knowledge and wisdom and western scientific information in assessing the health of the Basin. Each knowledge system is a strand (or line of evidence, source of information etc.) that can help us understand the Basin. Woven together, these strands give us a richer, enhanced picture of Basin health.

The JSC has developed a proposed conceptual framework (description included below) to braid knowledge systems. This conceptual framework would apply Indigenous knowledge, languages, stories and natural laws to cumulative assessment of ecosystem health and facilitate the identification of information gaps to be filled incrementally for future SOAER updates. Where publically available information is insufficient to apply both Indigenous knowledge and western science, this will be identified as an opportunity for further information gathering, and the website will be updated accordingly. It should be noted that it is anticipated that different information will be available for different regions of the Basin, and reporting should reflect the questions/concerns raised by people in those regions and available information.

- The braided knowledge approach will consist of the following framework: Promoting the vision of the basin and using available information to assess how close/far we are to that vision;
- Beginning with a holistic view of the basin, from an Indigenous knowledge perspective, characterizing the basin (and sub-basins) based on its meaning to the people who live there;
 - Focusing on the local scale wherever possible (recognizing that stories, knowledge experiences, changes, questions and concerns will vary across the basin) and identifying patterns across the basin rather than rolling up/aggregating information.
 - Telling the story of the basin through oral histories and stories, laws, protocols, use of Indigenous languages and place names, understanding the basin's importance to peoples livelihoods;
- Identifying changes, observations, concerns and questions across the Basin from Indigenous and community knowledge perspectives;
- Answering those questions with best available western science information on specific signs and signals (i.e., people have observed changes to water temperature and texture of fish flesh. People on the land have ways of assessing whether that fish is safe to eat but also have concerns about what may be in the fish in terms of contaminants or why parasite loads are increasing; western science measurements can supplement our understanding of whether fish are healthy and safe to eat, as well as provide recorded data on water temperature); and,
- Providing context – or a 'so what' – to the findings/results; what do changes mean for people in the basin, for food security, public safety, cultural traditions, and or socio-economics etc. We are assessing the health of the basin because it is important to people.

Adaptation and/or additions to the framework will be accepted based on the contractor's experience. Adaptations and/or additions will require prior approval by the contract administrator.

A suite of signs and signals (Figure 2) has been shortlisted to support assessment on the state of water quality, water quantity, species and habitat and human wellbeing in the Mackenzie Basin. Local observations and oral histories are sources of Indigenous knowledges that reflect changes in various regions of the aquatic ecosystem and these would be complemented by data and information from scientific studies and monitoring results.

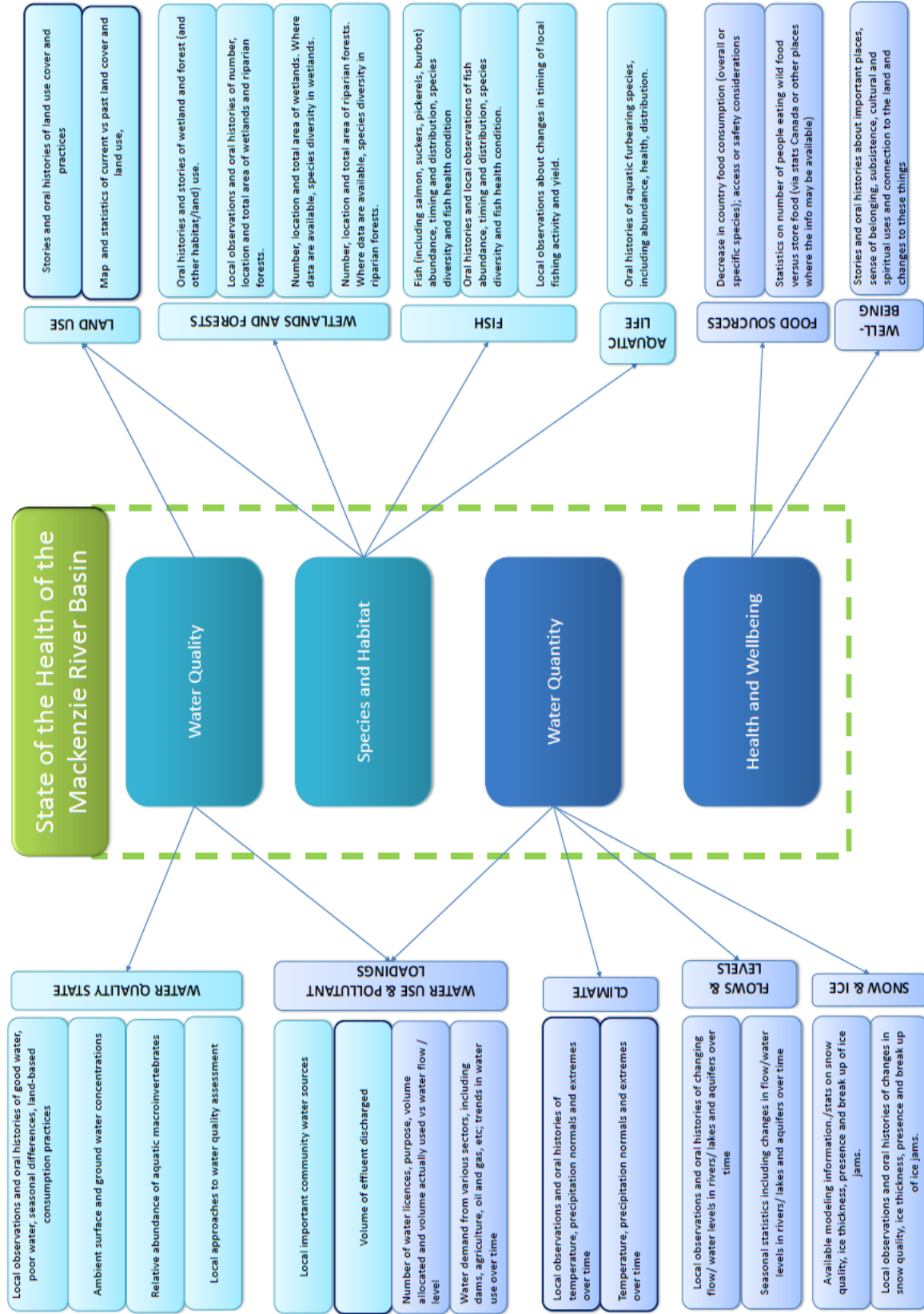


Figure 2 - Short List of Signs and Signals to Guide Development of the State of Aquatic Ecosystem Report

2. TERMINOLOGY

MRBB – Mackenzie River Basin Board
SOAER – State of Aquatic Ecosystem Report
IK – Indigenous Knowledge
TKSP – Traditional Knowledge Strengthening Partnerships
JSC – Joint Steering Committee

3. PURPOSE

The purpose of this work is to meet the commitment of the Mackenzie River Basin Board (MRBB) by informing decision makers and basin residents about the current state of the aquatic ecosystem of the Mackenzie River Basin by producing a web based State of Aquatic Ecosystem Report (SOAER) for the Mackenzie River Basin, and to communicate this in a culturally appropriate manner that includes Indigenous knowledge and values.

4. OBJECTIVES

The objectives of the contract are to conduct an aquatic ecosystem assessment of the Mackenzie River basin using Indigenous knowledge and western science to provide for an overall characterization of basin health, and to communicate results of the assessment in a culturally appropriate* manner through a web publication. Together, these results will represent the State of Aquatic Ecosystem Report. The description of the aquatic health will start from a community scale perspective within a sub basin. Larger-scale patterns across sub-basins can be identified based on local and regional level analysis.

5. PROJECT SCOPE

The vision for the SOAER is:

- To recognize the inherent value and importance of multiple knowledge systems in basin health assessment and create the space for people to come together and exchange knowledge;
- To position Indigenous knowledge and western science on equal footing and work to dismantle power dynamics associated with conventional watershed assessments;
- To recognize the basin as a place of meaning for people and tell the story of that place;
- To build on the previous efforts of the MRBB and its committees to identify potential signs and signals (indicators) and available information across jurisdictions;
* Culturally Appropriate means conforming to a culture's acceptable expressions and standards of behaviour and thoughts.
- To provide information (from multiple knowledge sources) to residents, governments (Indigenous, municipal, regional, provincial/territorial and federal), industries, and others to make informed decisions; and,
- To provide an opportunity for education and outreach through the information presented.

The SOAER will accommodate different methodologies for gathering, analyzing, interpreting and reporting on information gathered from multiple knowledges, in the manner that is culturally appropriate.

The final report is intended to provide Board Ministers with an understanding of the current state of the Mackenzie River Basin aquatic ecosystem, inform basin residents and decision-makers about the basin's ecological integrity, and draw on multiple knowledge systems collectively (Indigenous knowledge and western science) to inform the assessment. Knowledge systems should produce knowledge independently, validate within their own stream and then come together to negotiate and 'braid' knowledge collaboratively to facilitate the sharing of the 'best available knowledge'.

6. PROJECT REPORTING/STRUCTURE

There will be a lead Contractor ("the Contractor") for the entire project including the aquatic ecosystem assessment and web development. The Contractor will engage with the Technical Authority who will be responsible for administration of this contract. The Contractor may convene a team of experts to complete this work, including subcontractors, who will be managed by the Contractor. However it must be demonstrated during the bidding process how collaborators collectively have knowledge and experience pertinent to this project and the Contractor will be accountable to ensure contract requirements are met.

7. THE WORK

The work will commence in April 1, 2019 and will be completed by December 31, 2020. There are 7 sequential project components to the work. Project components below describe deliverables and milestones to advance the project and ensure the Technical Authority and MRBB Committees are apprised of developments of the project.

7.1 Project Component 1 – Project Initiation Meeting

The Contractor and Technical Authority will meet via teleconference within two weeks of the signing of the contract. In advance of the meeting, the Technical Authority will provide the Contractor with reference documents, and the Contractor will submit a project plan and schedule for discussion with the Technical Authority.

The purpose of the meeting is to review and agree upon the scope of the project, expectations for deliverables and periodic reports, format of deliverables and expected timelines. This will also be an opportunity for the Contractor to better understand the needs for the aquatic ecosystem assessment and reporting platform, in order to determine potential data, audio-visual, and web-link compatibility.

Deliverable 1, Project Purpose and Needs – Results of this meeting will be detailed as Deliverable 1 by the Contractor who will report on revisions to the project plan and schedule, based on a summary of aquatic ecosystem assessment and web reporting needs ascertained at the meeting, and a plan on how to address these needs. Deliverable 1 will be expected no later than 1 month after the Contract Initiation Meeting.

7.2 Project Component 2 – Conduct Aquatic Ecosystem Assessment

The Contractor will begin the Aquatic Ecosystem Assessment by researching and discovering data and literature starting with the indigenous knowledge, identifying key questions and concerns across communities/sub regions within the Mackenzie River Basin, and then finding available science information to supplement answering those questions. Data, knowledge and information will be reviewed for quality (where appropriate), completeness and potential to be reported applying a culturally appropriate approach for each indicator. Each of the indicators will be regarded as signs and signals to be integrated into a holistic characterization of the aquatic ecosystem health of the Mackenzie River Basin.

Deliverable 2a, Data Discovery and Acquisition – To track progress in data discovery and acquisition, the Contractor will prepare a table identifying key questions and concerns across communities / sub-regions within the Mackenzie Basin, signs and signals from Figure 2 that would help answer these questions and concerns, potential data sources including sources previously identified by International Institute for Sustainable Development (IISD), 2016 and whether indigenous knowledge and western science have been acquired by the Contractor for each sub-basin of the Mackenzie. This table will be submitted to the Technical Authority as Deliverable 2a by the end of September 2019.

Deliverable 2b, Analysis and Interpretation of Signs and Signals – For each sign and signal, the Contractor will conduct analysis, applying the approaches proposed, and using data concepts similar to those used by the Yukon (<http://www.env.gov.yk.ca/publications-maps/stateenvironment.php>) and British Columbia (<https://www2.gov.bc.ca/gov/content/environment/research-monitoring-reporting/reporting/environmental-reporting-bc>) in their respective state of environment reporting. For each sign and signal that is analyzed, methods will facilitate regular (annual or every two years) updates*. The Contractor will then develop interpretation and draft write-ups, graphic visualizations, audio and/or video files as appropriate for each sign and signal. Draft indicator analyses and interpretations including supporting write-ups, graphics, audio and/or video files will be submitted to the Technical Authority as Deliverable 2b by the end of February 2020.

* Proposed approaches should be in a format that can be updated in house.

Deliverable 2c, Cross Indicator Patterns and Trends – Once the Technical Authority approves Deliverable 2b, the Contractor will conduct analysis among signs and signals to identify patterns of ecosystem change and highlights to note for the MRBB and residents of the Basin. The Contractor will document the output of these analyses and develop interpretation and draft write-ups, graphic visualizations, audio and/or video files as appropriate across indicators for a more holistic integrated characterization of aquatic ecosystem health in the Mackenzie River Basin, including each of the sub-basins. Draft analyses among signs and

signals and interpretations including supporting write-ups, graphics, audio and/or video files will be submitted to the Technical Authority as Deliverable 2c by the end of May 2020.

7.3 Project Component 3 – Develop Website

The Contractor will develop a website by evaluating needs for web-reporting, designing web architecture for addressing these needs, and populating the structure using results of the aquatic ecosystem assessment.

The website must be user friendly, simple to use and easy to navigate and compliant mobile. The website must include a responsive design (Bootstrap preferred) and be accessible to Web Content Accessibility Guide (WCAG) 2.0 AA <<https://www.w3.org/TR/WCAG20/>> international standards.

Deliverable 3a, Website Design – Website design will begin with a review of the current MRBB website platform in the context of needs communicated at the Project Initiation meeting in relation to the aquatic ecosystem assessment and web reporting of these results. The current MRBB website uses Symphony content management system with PHP components. On the basis of this evaluation of needs and existing web infrastructure, the Contractor will propose a costed design and web architecture, including a work plan to achieve this architecture, for review as Deliverable 3a to the Technical Authority no later than the end of February 2020.

Deliverable 3b, Drafting Webpages – The Contractor will work with Aquatic Ecosystem Assessment results to refine the architecture of the website, and draft web pages to present background information on the Mackenzie Basin, an introduction to the SOAER, ecosystem assessment results for each sub-basin (and community-level information where available), cross indicator analyses, take home messages (the meaning or ‘so what’) and highlights, and information on data sources and linkages. The Contractor will adjust the draft website as needed to accommodate results of the Aquatic Ecosystem Assessment. Draft web pages will include interpreted write-ups, graphics, audio and/or video files as culturally appropriate and scientifically defensible. These pages will also have external links as relevant to data and information sources where relevant. The Contractor will develop a plan to support links and updates of information to the web page on a periodic basis as required. When results of Project Component 4 are available, the SOAER summary and its translations* (Executive Summary only) will also be uploaded to the draft website.

The Contractor will submit Deliverable 3b to the Technical Authority in the form of a secure non-public web environment for review and feedback about the results of the Ecosystem Assessment and co-presentation indigenous knowledge and western science. This will be made available to the Technical Authority and members of the MRBB no later than the end of September 2020.

* The Contractor is responsible for translation of the Executive Summary in the Indigenous languages spoken in the basin.

7.4 Project Component 4 – Develop SOAER Summary

A high level summary of the Aquatic Ecosystem Assessment will be prepared to synthesize results on each of the signs and signals and as an integrative message on the state of aquatic ecosystem health in the Mackenzie River Basin. The audience for the synthesis will be the MRBB and nontechnical residents of the Basin. It will be formatted for print-on-demand.

The Contractor will submit Deliverable 4 as a first draft of the synthesis for review by the Technical Authority no later than the end of August 2020. The Contractor will revise the penultimate draft as directed by the Technical Authority and the final draft will be the basis for upload / linking to the SOAER website for print-on-demand.

In the final draft, the executive summary will be translated to various Indigenous languages in the Basin.

7.5 Project Component 5 – Publish completed SOAER website

A penultimate draft of the comprehensive SOAER website will be provided in a secure non-public web format for final review by the Technical Authority and presented by the Contractor to the Technical Authority and MRBB for final comments and suggestions. The Contractor will make final changes to the

website as directed by the Technical Authority and MRBB and publish the SOAER website when requested. This publication represents Deliverable 5.

The completed SOAER website will be made available to the Technical Authority and members of the MRBB no later than the end of November 2020.

7.6 Project Component 6 – Documentation of Ecosystem Assessment and Development of Training for Website Maintenance and Updates

The Contractor will write a report to document data and information sources for each indicator, methods for analysis and interpretation, and approaches to integrate the indicators into a comprehensive assessment product. This report will further document the indicators for which gaps prevented current publication and recommend steps to fill these gaps. This report will be submitted to the Technical Authority as Deliverable 6a.

Deliverable 6b will be a training session and a training manual developed on how to update the SOAER website for future SOAERs and long term management of the website. It should be written in such a way that staff with no experience on website management may follow the manual to update and maintain the website. The Contractor will further provide necessary training to the Technical Authority and other staff that the Technical Authority may designate.

All documentation and training should be provided by the Contractor to the Technical Authority by the end of November 2020.

7.7 Project Component 7 – Project Closing Meeting

This meeting will serve as an opportunity for the Contractor and Technical Authority to provide any final areas of clarification and feedback on the Project Work. The expected date for this meeting is December 2020.

7.8 Tracking and Reporting

The Contractor must submit semi-annual progress reports, in electronic format, to the Steering Committee. The progress report must contain two parts:

- a. PART 1: The Contractor must answer the following three questions and each negative response must be supported with an explanation:
 - i. Is the project on schedule?
 - ii. Is the project within budget?
 - iii. Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?
- b. PART 2: A narrative report, brief, yet sufficiently detailed to enable the Steering Committee to evaluate the progress of the Work, containing as a minimum:
 - i. A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
 - ii. An explanation of any variation from the work plan.

The Contractor must submit the following by December 31, 2020:

- final publishable web-based SOAER and its summary/ synthesis report in electronic format to the Technical Authority;
- a plan to support links and updates of information to the web page on a periodic basis;
- final draft of supporting documents and training manual;
- a training workshop.

All reports must be prepared in accordance with good professional practices and include sufficient text, visuals and references to communicate the focus of the report. The Contractor must submit one copy of all supporting documentation, databases and files collected in the course of the assignment in electronic format.

The Contractor must closely monitor the budget and must not undertake any service beyond the scope of work.

7.8 Milestones and Project Schedule

The Contractor agrees to initiate work on the project by April 1, 2019.

Table 1 – Milestones and Project Schedule

Project Component	2019												2020											
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
Initiate Project	1																							
Ecosystem Assessment		2a						2b				2c												
Develop Website						3a						3b												
Develop Summary															4									
Publish Website																			5					
Documentation, Training																		6						
Close Project																					7			

7.9 Format and Language of all Deliverables

The Contractor must provide all deliverables and invoices in electronic format to the Technical Authority no later than the dates specified above. All records, including but not limited to documents, reports, briefing notes and correspondence, generated by the contractor during the course of this project must be prepared in English using *Microsoft Word* for word processing, *Microsoft Excel* for data management, and *Microsoft PowerPoint* for presentations (version 10 preferred). Graphics, including maps, conceptual models, and diagrams generated with other software should be in a format that can be used with the Microsoft Office suite eg. jpg, png, bmp, emf, wmf, etc.

English is the working language of this project and all written deliverables.

8. CONTRACTOR RESPONSIBILITIES

- The Contractor will be responsible for requesting and gathering any information necessary to complete the project. In many cases the contractor will be required to contact third parties to request information pertaining to the SOAER work. The project is anticipated to consist of desktop analysis/review and IT development mainly; there is no field monitoring component to this work. However, information/ knowledge collection may involve some trips and/or interviews. The Contractor will ensure careful notice regards to different Indigenous copy right.
- The Contractor must ensure the methodologies applied toward aquatic ecosystem assessment are robust, information and conclusions are reliable, and web-based report and summary report meet the MRBB's publishable standard quality. The Contractor must also ensure the information is presented in a culturally appropriate manner.
- The Contractor will be responsible for obtaining permission or copyright of knowledge/information from their holders, and make the content publishable, as per related copyright policies of relevant jurisdictions. The Contractor will keep any records, licenses, etc. to this effect and provide that to the JSC and MRBB as and when requested, taking into consideration any confidentiality or need for de-identified information.
- The Contractor will keep the JSC informed, through the Technical Authority, of progress on the study and proactively seek input on any issues that are encountered during the course of completing the work. Progress report meetings and reviews will be arranged appropriately to allow Technical Authority and JSC comments are collected and addressed to their satisfaction.
- The Contractor will ensure the final reports (including the IT components) are completed and publishable by the end of September 2020.

9. CROWN INPUT

- The Technical Authority will act as the oversight body for this project and will be supported by the Joint Steering Committee (JSC); SOAER Committee, TKSP Committee) and the MRBB.
- The Technical Authority will provide the contractor with the reports and files listed in the Reference Documents section below.

- The Technical Authority and the JSC will review and provide comments on the contractor's deliverables in a timely manner.

10. REFERENCE DOCUMENTS

The following documents should be consulted in the implementation of this contract:

- The 2003 MRBB State of the Aquatic Ecosystem Report
<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-planning-strategies/water-management-agreements/mackenzie-river-basin-state-of-the-aquatic-ecosystem>
- The 2012 MRBB Issues Report
http://www.mrbb.ca/uploads/files/general/30//mrbb-report_web.pdf
- Mackenzie River Transboundary Waters Master Agreement
<http://www.mrbb.ca/uploads/files/general/19//mackenzie-river-basin-transboundary-waters-master-agreement.pdf>
- Bilateral Water Management Agreements (AB-NWT, BC-NWT, BC-Yukon)
 - Yukon – Northwest Territories Water Management Agreement
<http://www.mrbb.ca/uploads/files/general/18//yukon-northwest-territories-transboundary-water-management-agreement.pdf>
 - Alberta – Northwest Territories Water Management Agreement and Appendices
http://www.mrbb.ca/uploads/files/general/37//ab-nwt_water_management_agreement_final_signed_2.pdf
<http://www.mrbb.ca/uploads/files/general/37//mackenziewatermgmt-altanwt-appendices-feb2015.pdf>
 - BC – Northwest Territories Water Management Agreement and Appendices
http://www.mrbb.ca/uploads/files/general/38//nwt-bc_transboundary_water_management_agreement_oct_15_2015.pdf
http://www.mrbb.ca/uploads/files/general/38//web_pdf_nwt-bc_transboundary_water_management_agreement_ppendices_15_october_2015.pdf
 - BC – Yukon Water Management Agreement
<http://www.mrbb.ca/uploads/files/general/39//bcyukonbwmafina-low-res.pdf>
- BC's web-based state of environment report link
<http://www2.gov.bc.ca/gov/content/environment/research-monitoring-reporting/reporting/environmental-reporting-bc>
- Yukon's web-based state of environment report link: <http://www.env.gov.yk.ca/publications-maps/stateenvironment.php>
- Tracking Change community results report: <http://www.trackingchange.ca/report-of-the-2016/2016report>

The following documents will be provided upon the awarding of the contract:

- SOAER and TKSP Steering Committees Joint Workshop Report, September 2017
- Aquatic Ecosystem Indicators for the Mackenzie River Basin IISD Report, 2016
- Traditional and Local Knowledge in the 2017 Mackenzie River Basin 'State of the Aquatic Ecosystem Report': Recommendations Report, December 2014
- Indicators of Aquatic Ecosystem Integrity for the Mackenzie River Basin Workshop Summary, December 2013
- Towards a New Current of Thought: Best Practices for Gathering and Incorporating Traditional Ecological Knowledge Into Environmental Monitoring and Assessment, 2012
- Minutes from SOAER Steering Committee meetings
- Minutes from TKSP Steering Committee Meetings

Other documents as required based on discussions between by the Contractor and the SOAER and TKSP Steering Committees.

11. ACCEPTANCE CRITERIA

The Technical Authority shall accept the work in behalf of the Crown.

ANNEX B

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work in accordance with the rates outlined in the Contractor's Proposal/Quote dated _____.

A. Professional Fees

Canada will make milestone payments in accordance with the Schedule of Milestones detailed below and the payment provisions of the Contract as follows:

Deliverable	Target Date for Receipt by Technical Authority	Target Date for Review by Technical Authority	Payment Amount (% professional fees)
1. Report on Project Purpose, Needs, Plan and Schedule	May 14, 2019	June 14, 2019	9
2a. Data Discovery and Acquisition Table	Sep 30, 2019	Oct 31, 2019	9
2b. Indicator Analysis and Interpretation	Feb 28, 2020	Mar 31, 2020	9
3a. Website Design	Feb 28, 2020	Mar 31, 2020	9
2c. Cross Indicator Patterns and Trends	May 31, 2020	Jun 30, 2020	10
4. Develop Summary	Aug 31, 2020	Sept 30, 2020	10
3b. Drafting Web Pages	Sept 30, 2020	Oct 31, 2020	10
5. Publish Website	Nov 30, 2020	Dec 31, 2020	10
6a. Document Ecosystem Assessment Methods and Data Sources	Oct 31, 2020	Oct 31, 2020	5
6b. Document Website and Provide Training	Nov 30, 2020	Dec 31, 2020	5
7. Project Close	Dec 31, 2020	Dec 31, 2020	10

Total Professional Fees: \$ _____

Payments will be based upon the Contractor's completion of Project Components as evidenced by the Technical Authority receiving the Deliverables and acceptance thereof by the Technical Authority. The Technical Authority will not be required to pay for partially completed Deliverables or for any additional work that may be required that the Contractor may not have budgeted for in its proposal. The Technical Authority shall not be committed to any other basis of payment by virtue of having requested or received information regarding the Contractor's method of determining its bid for the completion of the Project, including, without limitation, any information regarding estimates of time spent and hourly rates of the Contractor's employees, contractors and agents involved in the Project.

B. Travel

Total Travel Expenses: \$ _____

Travel and expenses that are the direct result of discharging the duties noted herein may be reimbursed at cost, with no allowance for mark up or profit. Original invoices or certified true copies must be submitted for reimbursement. All such expenses require the prior approval of the Departmental Representative.

Travel costs will be reimbursed based on Government Treasury Board Travel: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp.

C. Total Professional Fees and Travel Expenses = \$ _____

ANNEX C

INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. **Error and Omissions Liability Insurance**
 - a. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
 - b. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - c. The following endorsement must be included:
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX D

INTEGRITY REGIME

Bidder must complete the attached List of Names for Integrity Verification Form.

Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#). / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#).

Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.¹ / In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.¹

* Informations obligatoires / Mandatory Information

*Dénomination complète de l'entreprise / Complete Legal Name of Company	
*Nom commercial / Operating Name	
*Adresse de l'entreprise / Company's address	*Type d'entreprise / Type of Ownership
	<input type="checkbox"/> Individuel / Individual <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Coentreprise / Joint Venture
*Membres du conseil d'administration² / Board of Directors² (Ou mettre la liste en pièce-jointe / Or provide the list as an attachment)	
Prénom /	Nom /

1 Liste des noms : Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

List of names: All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
 - suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
 - suppliers that are a partnership do not need to provide a list of names.
- 2** Conseil des gouverneurs / Board of Governors; Conseil de direction / Board of Managers; Conseil de régents / Board of Regents; Conseil de fiducie / Board of Trustees; Comité de réception / Board of Visitors

First name	Last Name	Position (si applicable) / Position (if applicable)

ANNEX E

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Signature: _____ Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour. **OR**
 - A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.
- OR**
- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX F

FORMER PUBLIC SERVANT – COMPETITIVE BID FORM

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.

Name and Signature

Date