



**Return Bids to :**

**Retourner Les Soumissions à :**

Natural Resources Canada – Ressources naturelles Canada  
Bid Receiving Unit – Loading Dock Access  
Unité de réception des soumissions, Accès au quai de chargement  
588 rue Booth Street  
Ottawa, Ontario  
K1A 0E4

Attention: **Valerie Holmes**

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

**Proposal To: Natural Resources Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition à: Ressources Naturelles Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments – Commentaires**

**If you are submitting a proposal using a courier service, please ensure you clearly indicate the RFP Number, Closing Date and Closing Time on the front of the courier envelope.**

**Issuing Office – Bureau de distribution**

Finance and Procurement Management Branch  
Natural Resources Canada  
580 Booth Street, 5th Floor  
Ottawa, Ontario  
K1A 0E4

<b>Title – Sujet</b> <b>Regional Research Manager for the Environmental Studies Research Fund – East Coast</b>	
<b>Solicitation No. – No de l’invitation</b> <b>NRCAN- 5000042957</b>	<b>Date</b> January 7, 2019
<b>Client Reference No. - N° de référence du client</b> 150190	
<b>Requisition Reference No. - N° de la demande</b> 5000042957	
<b>Solicitation Closes – L’invitation prend fin</b> <b>at – à 02:00 PM EDT</b> <b>on – le February 15, 2019</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b> <b>Valerie Holmes</b> <a href="mailto:Valerie.holmes@canada.ca">Valerie.holmes@canada.ca</a>	<b>Buyer ID – Id de l’acheteur</b> AB4
<b>Telephone No. – No de telephone</b> (343) 292-8371	<b>Fax No. – No. de Fax</b> (613) 947-5477
<i>If marked “X” please see the box to the left S’il ya un “X” ici, s.v.p. voir la boîte à la gauche</i>	<input checked="" type="checkbox"/> <b>Acknowledgement copy required Accusé de réception requis</b>
<b>Destination – of Goods, Services and Construction:</b> <b>Destination – des biens, services et construction:</b>  Natural Resources Canada 601 Booth Street Ottawa, Ontario K1A 0E8	
<b>Security – Sécurité</b>  There is a security requirement Il y a un exigence de sécurité	
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l’entrepreneur    <b>Telephone No.:- No. de téléphone:</b> <b>Facsimile No.:- No. de télécopieur:</b> <b>Email :- Courriel :</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur ( taper ou écrire en caractères d’imprimerie)</b>   <hr/> <b>Signature</b> <span style="float:right"><hr/><b>Date</b></span>	



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

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



Table of Contents

**PART 1 – GENERAL INFORMATION..... 5**

1. Introduction ..... 5

2. Summary ..... 5

    2.1 Security Requirement..... 5

    2.2 Trade Agreements ..... 5

    2.3 Comprehensive Land Claims Agreement ..... 6

3. Debriefings ..... 6

**PART 2 – BIDDER INSTRUCTIONS ..... 7**

1. Standard Instructions, Clauses and Conditions..... 7

2. Submission of Bids ..... 7

3. Enquiries - Bid Solicitation ..... 8

4. Applicable Laws..... 8

5. Improvement of Requirement During Solicitation Period ..... 8

**PART 3 – BID PREPARATION INSTRUCTIONS ..... 9**

1. Bid Preparation Instructions ..... 9

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION..... 11**

1. Evaluation Procedures ..... 11

    1.1 Technical Evaluation..... 11

2. Basis of Selection ..... 11

**APPENDIX “A” TO PART 4 – TECHNICAL EVALUATION CRITERIA..... 12**

1. Mandatory Technical Criteria..... 12

2. Point Rated Technical Criteria..... 13

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 16**

1. Certifications Required with the Bid ..... 16

    1.1 Declaration of Convicted Offences..... 16

2. Certifications Precedent to Contract Award and Additional Information ..... 16

    2.1 Integrity Provisions – List of Names ..... 16

    2.2 Federal Contractors Program for Employment Equity – Bid Certification ..... 17

3. Additional Certifications Precedent to Contract Award..... 17

    3.1 Status and Availability of Resources..... 17

    3.2 Education and Experience ..... 17

    3.3 Former Public Servant ..... 18

    3.4 Aboriginal Designation ..... 19

**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... 20**

1. Security Requirements ..... 20

2. Insurance Requirements ..... 20

**PART 7 - RESULTING CONTRACT CLAUSES ..... 21**

1. Statement of Work..... 21

2. Standard Clauses and Conditions..... 21

    2.1 General Conditions..... 21

3. Dispute Resolution ..... 21

4. Security Requirements..... 22

5. Term of Contract ..... 22

    5.1 Period of the Contract ..... 22

    5.2 Option to Extend the Contract ..... 22

6. Authorities ..... 22

    6.1 Contracting Authority..... 22

    6.2 Project Authority ..... 23

    6.3 Contractor's Representative..... 23

7. Proactive Disclosure of Contracts with Former Public Servants ..... 23

8. Payment ..... 23

    8.1 Basis of Payment – Limitation of Expenditure ..... 23



8.2 Method of Payment ..... 24

9. Invoicing Instructions ..... 24

10. Certifications..... 25

    10.1 Compliance..... 25

11. Applicable Laws ..... 25

12. Priority of Documents..... 25

13. Foreign Nationals (Canadian Contractor OR Foreign Contractor) ..... 25

14. Contract Administration ..... 26

**ANNEX “A” – STATEMENT OF WORK..... 27**

    SW1 Title ..... 27

    SW2 Background ..... 27

    SW3 Objective..... 27

    SW4 Project Requirements ..... 27

        SW4.1 Tasks, Deliverables, Milestones and Schedule..... 27

        SW4.2 Reporting Requirements ..... 29

        SW4.3 Method and Source of Acceptance..... 29

        SW4.4 Technical, Operational and Organizational Environment ..... 29

    SW5 Other Terms and Conditions of the SOW ..... 29

        SW5.1 Contractor’s Obligations ..... 29

        SW5.2 Work Location..... 29

    SW6 Applicable Documents and Glossaries..... 29

**ANNEX “B” – BASIS OF PAYMENT ..... 30**

    1. Fees ..... 30

    2. Pre-Authorized Travel and Living Expenses ..... 30

**ANNEX “C” – SECURITY REQUIREMENT CHECKLIST ..... 30**



## PART 1 – GENERAL INFORMATION

### 1. Introduction

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

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

The Annexes include:

- Annex “A”** - the Statements of Work
- Annex “B”** - the Basis of Payment
- Annex “C”** – Security Requirement Checklist

The Appendixes include:

- Appendix “A” to Part 4** – Technical Evaluation Criteria

### 2. Summary

By means of the RFP, NRCan is seeking proposals from suppliers to provide expert scientific advice to the Environmental Studies Research Fund (ESRF) Management Board in support of the Board’s review and selection of the studies and to work in collaboration with the ESRF Secretariat on the scientific development of the projects been funded by the ESRF.

#### 2.1 Security Requirement

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

#### 2.2 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Honduras Free Trade Agreement, and the Canada Free Trade Agreement (CFTA).



### **2.3 Comprehensive Land Claims Agreement**

This bid solicitation is to establish a contract for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



## PART 2 – BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

**The 2003 (2018-05-22), Standard Instructions - Goods or Services - Competitive Requirements**, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

#### In the complete text content (except Section 1 – Integrity Provisions – Bid):

DELETE: Public Works and Government Services Canada (PWGSC)

INSERT: Natural Resources Canada (NRCAN)

#### In Section 2 – Procurement Business Number:

DELETE: “Suppliers are required to”

INSERT: “It is suggested that suppliers”

#### In Section 5.4 – Submission of Bids:

DELETE: sixty (60) days

INSERT: one hundred and twenty (120) days

#### In Section 8.1 – Transmission by Facsimile:

DELETE: 819-997-9776

INSERT: bids not accepted by fax

#### In Section 20.2 – Further Information:

DELETE: in its entirety

### 2. Submission of Bids

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada  
Bid Receiving Unit – Loading Dock Access  
588 Booth Street, Room 108  
Ottawa, Ontario K1A 0Y7  
Attention: **Valerie Holmes or Daniel Burley**

It is requested that the Bidder’s name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder’s proposal. Failure to do so may result in bids being misdirected. **NRCAN will not assume responsibility for proposals directed to any other location.**

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

2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCAN will not be accepted.



### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** 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.

### 4. Applicable Laws

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

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.

### 5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **five (5)** days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.





## PART 3 – BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

In support of the Policy on Green Procurement, it is requested that bidders provide their bid as follows:

#### ELECTRONIC STORAGE MEDIA:

Since NRCAN is working towards a greener environment by eliminating all hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

**Section I:** Technical Bid – 1 copy (on same USB/DVD/CD – **but saved separately**)

**Section II:** Financial Bid - 1 copy (**saved separately but on same USB/CD/DVD**).

**Section III:** Certifications – 1 copy (**saved separately but on same USB/CD/DVD**)

**Note:** NRCAN will accept either Hard copy or Electronic Storage Media submitted bids. However, it is NRCAN's preference that you submit using Electronic Storage Media in order to adhere to our green initiative.

**NOTE: WHEN SUBMITTING A BID TO THIS SOLICITATION AND YOU USE A COURIER SERVICE, YOU ARE ADVISED TO WRITE THE BID SOLICITATION NUMBER, CLOSING DATE AND TIME ON THE FRONT OF THE COURIER PACKAGE; NOT JUST ON THE ENVELOPES WITHIN THE COURIER PACKAGE IN ORDER TO AVOID ANY UNCERTAINTY FROM OUR BID RECEIPT UNIT WHEN RECEIVING BIDS WITHOUT ANY INDICATION WHAT THEY ARE FOR.**

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.

To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. 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.
- iii. use a numbering system that corresponds to the bid solicitation.

#### 1. Section I: Technical Bid

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

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



## **2. Page 1 of the RFP Document**

It is mandatory that all bidders sign their submitted proposal. It is requested that all bidders complete, sign and date Page 1 of this RFP (including the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers and business contact) when submitting their proposal. As the signature indicates a clear acceptance of the terms and conditions set out in the RFP, it is the Bidder's responsibility to ensure that the signatory has the authority within its organization to commit the Bidder by making such a contractual offer.

As per article 1 of Part 2, the Bidder hereby agrees, by submitting his/her proposal in response to this RFP, to all the instructions, terms, conditions and clauses detailed herein.

## **3. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex "B"- Basis of Payment at the pre-determined rates provided. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.

### **3.1 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

## **4. Section III: Certifications**

Bidders must submit the certifications as per Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

Mandatory and Point Rated Technical evaluation criteria included in Appendix "A" to Part 4 – Technical Evaluation Criteria.

### 2. Basis of Selection

Only those bids that are deemed to be responsive (compliant) will be evaluated under the basis of selection:

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

The responsive (compliant) Bidder with the highest combined rating of technical merit (70%) and price (30%) will be recommended for award of a contract. See the following example table below.

Example of 70% Technical Merit and 30% Price Determination			
	Bidder 1	Bidder 2	Bidder 3
Technical Points Achieved by Bidder	45	40	35
Price Quoted by Bidder	\$85,000	\$80,000	\$75,000
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
Bidder 1	$\frac{45 \times 70}{50} = 63.00$	$\frac{**75 \times 30}{80} = 26.47$	89.47
Bidder 2	$\frac{40 \times 70}{50} = 56.00$	$\frac{**75 \times 30}{80} = 28.13$	84.13
Bidder 3	$\frac{35 \times 70}{50} = 49.00$	$\frac{**75 \times 30}{75} = 30.00$	79.00
*	Represents the total technical points available		
**	Represents the lowest priced proposal		

The winner is the Bidder scoring the highest Total Points as a result of applying the Best Value Calculations to the technical bid and the bid price respectively. Based on the above calculations a contract would be awarded to Bidder 1.



## APPENDIX “A” TO PART 4 – TECHNICAL EVALUATION CRITERIA

### 1. Mandatory Technical Criteria

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

Bidders are advised to address each criterion in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory criteria may be excluded from further considerations. The technical proposal should address each of the criteria in the order in which they appear.

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

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
M1	<p>The proposed resource <b>MUST</b> have completed a graduate degree with an academic background in research at the Bachelor’s level (B. Sc.) in a related discipline (e.g. Biology, Zoology, Environmental Management or equivalent).</p> <p>Bidders will have to provide proof of degree certificate upon request.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	<p>The proposed resource <b>MUST</b> have five (5) years of environmental work experience related to the offshore oil and gas industry in Canada.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M3	<p>The Bidder <b>MUST</b> provide four (4) written project summaries describing, in detail, the current and previous experience of the proposed resource in the provision of scientific advice related to environmental regulations as well as environmental and socioeconomic scientific research. Previous experience must have been acquired in the last 10 years.</p> <p>Within each project summary provided, bidders should indicate:</p> <ol style="list-style-type: none"> <li>the name of the client organization;</li> <li>the dates and duration of the project;</li> <li>a description of the scope and nature of the analysis performed;</li> <li>the targeted audience of the provided advice;</li> <li>a description of the interactions of the proposed resource (when providing the described scientific advice) with other scientific experts, service providers, hierarchical authority, customers, etc.; and,</li> <li>the name, address and telephone number of the client project authority to whom the proposed resource reported.</li> </ol> <p><b><i>NRCan reserves the right to contact the named client project authorities to verify the accuracy and veracity of each of the Bidders cited Project \ Summaries.</i></b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M4	<p>Bidders <b>MUST</b> include within their proposal a detailed curriculum vitae (CV) of the proposed resource. CVs should include the following:</p> <ol style="list-style-type: none"> <li>educational and professional designation attainments, and all other academic credentials for the proposed resource</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder's Proposal
	2. a detailed description of the proposed resource's work experience (indicated in years/months) related to regulations as well as environmental and socioeconomic scientific research; and, 3. the proposed resource's experience working in English and French (reading, written and oral).		
<b>M5</b>	The proposed resource <b>MUST</b> be willing to be interviewed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## 2. Point Rated Technical Criteria

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the technical rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Point Rated Requirements:				
Item	Requirement	Points Breakdown for each requirement:	Max Points	Illustrated Compliance
<b>R1</b>	<p><b>Project Summaries</b></p> <p>Each of the four (4) submitted Project Summaries provided in response to M3 and performed within the last ten (10) years will be evaluated to determine the proposed resource's current and previous experience in the provision of scientific advice related to environmental regulations as well as environmental and socioeconomic scientific research. The evaluation will be based on:</p> <ol style="list-style-type: none"> <li>the breadth and depth of expertise of the proposed resource</li> </ol> <p>The Project Summaries will be evaluated against the following factor:</p> <ul style="list-style-type: none"> <li>Demonstration of experience encompassing:               <ul style="list-style-type: none"> <li>Canada oil and gas offshore regulations</li> <li>Environmental scientific research</li> <li>Socioeconomic scientific research</li> </ul> </li> </ul>	<p><b>0 points</b> – no experience</p> <p><b>2 points</b> - Limited experience, either in terms of role and/or duration</p> <p><b>4 points</b> - Significant experience, held a leadership position over several years</p> <p><b>6 points</b> - Significant, complex and varied experience</p>	<b>24</b>	
<b>R2</b>	<p><b>Project Summaries (cont'd)</b></p> <p>Each of the four (4) submitted Project Summaries provided in response to M3 and performed within the last ten (10) years will be evaluated to determine the proposed</p>	<p><b>(2 points</b> for each task/activity performed at a level comparable to what will be required)</p>	<b>24</b>	



	<p>resource’s current and previous experience in the provision of scientific advice related to environmental regulations as well as environmental and socioeconomic scientific research. The evaluation will be based on:</p> <ol style="list-style-type: none"> <li>1. the relevance of the submitted Project Summaries in regards of the tasks/activities described in section 4.1 of the Statement of Work</li> </ol> <p>The Project Summaries will be evaluated against the following factor:</p> <ul style="list-style-type: none"> <li>• Demonstration that the cited projects are relevant experience in regards to the tasks described in the Statement of Work;</li> </ul>	<p>Tasks/Activities</p> <ul style="list-style-type: none"> <li>• Provide expert scientific advice on emerging science issues in relation with the environmental and social considerations of the exploration, development or production of hydrocarbons in Canada’s frontier lands.</li> <li>• Formulate Research Priority Areas</li> <li>• Recommend, contact and liaise with potential technical reviewers for the review of Letters of Interest and/or Proposals</li> <li>• Seek advice from other scientific experts, compile faithfully all views conveyed along with a final recommendation</li> <li>• Coordinate the work of a committee composed of scientific experts</li> <li>• Provide expert scientific advice on Letters of Interest and/or Proposals</li> <li>• Formulate scientific questions and comments on Letters of Interest and/or Proposals</li> <li>• Provide scientific advice on the conduct and management of the projects</li> <li>• Facilitate communication and coordinate work</li> </ul>		
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<b>Point Rated Requirements:</b>				
<b>Item</b>	<b>Requirement</b>	<b>Points Breakdown for each requirement:</b>	<b>Max Points</b>	<b>Illustrated Compliance</b>
		among various stakeholders in the context of research project management <ul style="list-style-type: none"> <li>• Formulate scientific questions and comments on Progress Reports</li> <li>• Provide expert scientific advice on previously-identified scientific issues</li> <li>• Review scientific reports and other scientific publications and/or outreach material</li> </ul>		
<b>R3</b>	<b>Ability to work in both Official Languages (English and French)</b>  The proposed resource has demonstrated in his/her CV their experience in working in both English and French.  <b>NRCan reserves the right to contact the top two (2) ranked resources to validate their language proficiency based on the table below</b>	Bilingual 2 points English Only 1 point French Only 1 point	<b>2</b>	
<b>Total Points Available</b>			<b>50</b>	
<b>Total Points Needed to be Considered Compliant (60%)</b>			<b>30</b>	

<b>Legend/Légende</b>	<b>Oral</b>	<b>Comprehension</b>	<b>Written</b>
<b>Basic</b>	A person speaking at this level can: <ul style="list-style-type: none"> <li>• ask and answer simple questions;</li> <li>• give simple instructions; and</li> <li>• give uncomplicated directions relating to routine work situations.</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>• fully understand very simple texts;</li> <li>• grasp the main idea of texts about familiar topics; and</li> <li>• read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>• write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	A person speaking at this level can: <ul style="list-style-type: none"> <li>• sustain a conversation on concrete topics; report on actions taken;</li> <li>• give straightforward instructions to employees; and</li> <li>• provide factual descriptions and explanations.</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>• grasp the main idea of most work-related texts;</li> <li>• identify specific details; and</li> <li>• distinguish main from subsidiary ideas.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>• deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	A person speaking at this level can: <ul style="list-style-type: none"> <li>• support opinions; and understand and express hypothetical and conditional ideas</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>• understand most complex details, inferences and fine points of meaning; and</li> <li>• have a good comprehension of specialized or less familiar material.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>• write texts where ideas are developed and presented in a coherent manner.</li> </ul>



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 1. Certifications Required with the Bid

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

#### 1.1 Declaration of Convicted Offences

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

**Note: Bidders are only required to fill out this form if they have been convicted of a criminal offence.**

### 2. Certifications Precedent to Contract Award and Additional Information

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

#### 2.1 Integrity Provisions – List of Names

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

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

OR

Name of each member of the joint venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_





Member 3: \_\_\_\_\_

Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

**2.2 Federal Contractors Program for Employment Equity – Bid Certification**

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

**3. Additional Certifications Precedent to Contract Award**

**3.1 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.

**3.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the



Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**3.3 Former Public Servant**

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

**DEFINITIONS:**

For the purposes of this clause, "former public servant" means a 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 and includes:

- (a) An individual;
- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) 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 Public Service.

"Pension" means, in the context of the fee abatement formula, 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 (FPS) in Receipt of a Pension**

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) Name of former public servant: \_\_\_\_\_
- (b) Date of termination of employment or retirement from the Public Service. \_\_\_\_\_

**Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?  
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: \_\_\_\_\_  
 Number of weeks: \_\_\_\_\_
- (g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

Contract Number:

\_\_\_\_\_  
\_\_\_\_\_

Contract Amount:

\_\_\_\_\_  
\_\_\_\_\_

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### 3.4 **Aboriginal Designation**

**Note: This is not strictly for aboriginal firms, this is a reporting requirement**

Who is eligible?

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

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

OR

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

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

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

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date



## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 2. Insurance Requirements

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



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

#### 2.1 General Conditions

**2035 (2018-06-21), General Conditions - Higher Complexity - Services**, apply to and form part of the Contract.

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

### 3. Dispute Resolution

#### *Mediation*

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

#### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

#### *Meaning of "Dispute"*

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

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an



alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

#### 4. Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC)
2. The Contractor/Offeror personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **reliability status**, granted or approved by CISD/PSPC
3. The Contractor/Offeror must not remove any protected information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PSPC
5. The Contractor/Offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  2. Industrial Security Manual (Latest Edition)

#### 5. Term of Contract

##### 5.1 Period of the Contract

The period of the contract shall be from date of award to March 31, 2020

##### 5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **five (5)** additional **one (1)** year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least **five (5)** calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment

#### 6. Authorities

##### 6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Valerie Holmes**  
Title: Procurement Specialist  
Organization: Natural Resources Canada  
Address: 580 Booth Street, 5<sup>th</sup> Floor, Room 5-D4-2  
Ottawa, Ontario, K1A 0E4  
Telephone: (343) 292-8371



Facsimile: (613) 947-5477  
E-mail address: [Valerie.holmes@canada.ca](mailto:Valerie.holmes@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.

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

The Project Authority for the Contract is:

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## **6.3 Contractor's Representative**

Name:  
Title:  
Tel:  
Fax:  
Email:

## **7. Proactive Disclosure of Contracts with Former Public Servants**

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

## **8. Payment**

### **8.1 Basis of Payment – Limitation of Expenditure**

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.



**8.1.1 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. (inserted at contract award) Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

**8.2 Method of Payment**

**Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

**9. Invoicing Instructions**

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

<p><u>E-mail:</u></p> <p><a href="mailto:NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca">NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca</a></p> <p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>
<b>OR</b>
<p><u>Fax:</u></p>





Local NCR region: **613-947-0987**

Toll-free: **1-877-947-0987**

**Note:**

Use highest quality settings available.

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

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_ *(inserted at time of contract award)*

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

## **10. Certifications**

### **10.1 Compliance**

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

## **11. Applicable Laws**

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

## **12. Priority of Documents**

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

- a) the Articles of Agreement;
- b) the general conditions **2035 (2018-06-21), Higher Complexity – Services**
- c) Annex "A", Statement of Work;
- d) Annex "B", Basis of Payment;
- e) Annex "C", Security Requirement Checklist
- f) the Contractor's bid dated \_\_\_\_\_

## **13. Foreign Nationals (Canadian Contractor OR Foreign Contractor)**

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

OR *(determined at time of contract award)*

SACC Manual clause A2001C (2006-06-16) – Foreign Contractor



#### **14. Contract Administration**

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



## ANNEX “A” – STATEMENT OF WORK

### SW1 Title

**Regional Research Manager for the Environmental Studies Research Fund – East Coast**

### SW2 Background

The Environmental Studies Research Fund (ESRF), legislated within the *Canada Petroleum Resources Act*, funds environmental and socio-economic studies in support of responsible resources development in Canada’s frontier lands, including the Atlantic offshore and the North. The ESRF is under the administrative responsibility of the Minister of Natural Resources and the Minister of Intergovernmental Affairs and Northern Affairs and International Trade.

The ESRF is directed by a Management Board composed of members from the government, the industry, both Offshore Petroleum Boards and the public. The ESRF Management Board has the legislated responsibility to establish the guidelines and procedures for selecting the research performers and the research studies, including identifying the priority areas for research funding.

The Regional Research Manager will provide expert scientific advice to the ESRF Management Board and will assist in the review of Letters of Interest, Proposals, Progress Reports and Final Reports. As such, the Regional Research Manager for the East Coast will be required to work in the Atlantic Provinces, have relevant work experience related to the offshore oil and gas production in Canada and have a strong understanding of the oil and gas industry needs and jurisdiction.

### SW3 Objective

The objective of the request is as follows:

- To provide expert scientific advice to the ESRF Management Board in support of the Board’s review and selection of the studies.
- To collaborate with the ESRF Secretariat in providing expert scientific advice as requested by the ESRF Management Board, on the scientific development of projects being funded by the ESRF.

### SW4 Project Requirements

#### SW4.1 Tasks, Deliverables, Milestones and Schedule

Specific activities to be undertaken during the conduct of the work include, but may not be limited to:

- Providing expert scientific advice to the ESRF Management Board and Secretariat on:
  - Emerging science issues in relation to the ESRF mandate;
  - Letters of Interest, Proposals and/or Progress Reports;
  - Scientific issue identified by the ESRF Management Board;
- Assisting the ESRF Management Board and Secretariat on in:
  - Formulating the ESRF Research Priority Areas (RPAs);
  - Recommending, contacting and liaising with potential technical reviewers for either the review of Letters of Interest, Proposals and/or Reports;
  - Reviewing the studies’ scientific reports and other scientific publications and/or outreach materials;



- Reviewing study Progress Reports and provide scientific advice on the conduct of the studies, as requested by the Management Board.
- Facilitating the coordination of research project activities between the project manager and other potentially interested/impacted organisations (industry, province, academia, etc.).
- Seeking advice from other scientific experts, as requested. These scientific experts can be organized as an advisory committee, such as the East Coast Advisory Committee (ECAC). In such a case, the Regional Research Manager and the Secretariat will coordinate the work of the committee;
- Attending ESRF Management Board meetings.

Tasks/Activities	Deliverables/Milestones	Time Schedule
Provide expert scientific advice to the ESRF Management Board on emerging science issues in relation with the ESRF mandate	Written expert scientific advice to ESRF Management Board.	2 or 3 times per year
Assist in formulating the ESRF Research Priority Areas	Written recommendation for Research Priority Areas to ESRF Management Board.	Before the launch of an ESRF Call of Proposals, as decided by the ESRF Management Board
Assist with recommending, contacting and liaising with potential technical reviewers for the review of Letters of Interest and/or Proposals	List of potential reviewers and emails to the potential reviewers to ESRF Management Board and Secretariat.	During the course of a Call for Proposals, as decided by the ESRF Management Board
Seek advice from other scientific experts that can be organized as an advisory committee (e.g., ECAC). In such a case, the Regional Research Manager and the Secretariat will coordinate the work of the committee;	Structured compilation of advice faithfully conveying all views expressed along with a final recommendation to ESRF Management Board and Secretariat.	As required
Provide expert scientific advice on Letters of Interest and/or Proposals	Written comments for the use of the ESRF Management Board.	During the course of a Call for Proposals, as decided by the ESRF Management Board
Formulate scientific questions and comments on Letters of Interest and/or Proposals	Written questions and comments summarizing the ESRF Management Board thoughts to project managers.	During the course of a Call for Proposals, as decided by the ESRF Management Board
Provide scientific advice and formulate scientific questions and comments on the conduct of the studies	Written advice to project managers.	1 to 4 times per year
Provide and on-the-ground presence and liaison between ESRF Secretariat and various stakeholders (oil and gas operators, regulators, contractors, etc.)	Facilitate communication and coordinate work between project managers and various stakeholders during the course of a study.	As required
Provide expert scientific advice on any scientific issue identified by the ESRF Management Board	Written expert scientific advice to the Management Board	As required by the Management Board or the Secretariat



Tasks/Activities	Deliverables/Milestones	Time Schedule
Assist in reviewing the studies' scientific reports and other scientific publications and/or outreach material	Written expert scientific advice to ESRF Management Board.	As required by the Management Board or the Secretariat
Attend ESRF Management Board meetings	Participate in the meetings	2 or 3 times per year

**SW4.2 Reporting Requirements**

Summaries of expert scientific advice, project coordinating advice, comments, rationales, statements of work or other information will be provided in writing.

**SW4.3 Method and Source of Acceptance**

All deliverables and services rendered under any contract are subject to inspection by the Project Authority (ESRF Secretariat). The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment is authorized.

**SW4.4 Technical, Operational and Organizational Environment**

The Regional Research Manager works in collaboration with the ESRF Secretariat and in regular consultation with the ESRF Management Board Chair and ESRF Management Board Members. The Regional Research Manager constitute the on-the-ground presence and liaison between the ESRF Secretariat and the stakeholders (oil and gas companies [operators] regulators [Offshore Boards], contractors, and research project managers) as most of them are located on the East Coast.

**SW5 Other Terms and Conditions of the SOW**

**SW5.1 Contractor's Obligations**

In addition to the obligations outlined in SW4 of this Statement of Work, the Contractor shall:

- Keep all documents and proprietary information confidential;
- Return all materials belonging to NRCan upon completion of the Contract;
- Submit all written reports in hard copy and electronic Microsoft Office Word format; and,
- Participate in meetings and teleconferences, as requested.

**SW5.2 Work Location**

Work is generally carried out from the Contractor's office. Travel might be required to meeting locations within Canada.

**SW6 Applicable Documents and Glossaries**

- ESRF Environmental Studies Research Fund
- MB Management Board
- RRM Regional Research Manager
- RPAs Research Priority Areas
- SOW Statement of Work
- NRCan Natural Resources Canada



## ANNEX “B” – BASIS OF PAYMENT

### 1. Fees

The all-inclusive firm per diem rate for the completion of this project is in Canadian funds, Customs and duties included and Applicable taxes extra.

#### Firm Per Diem Rate(s) (also known as daily rate)

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

The Per Diem Rate(s) is ‘all inclusive’ except for travel expenses on project business outside **the Atlantic Region** (outside a 600km radius) (that is pre-approved by the NRCAN Project Authority), and GST/HST. Charges for expenses which are normally incurred in the provision of services, such as labour for conducting negotiations and providing estimates, resolving contract disputes, tracking time sheets, monthly invoicing, facsimile, copying/printing charges, office supplies, computer hardware and software charges, courier, long distance telephone charges, travel from a personal residence to the NRCAN site in the **Atlantic Region**, local travel and the like, must be included in the rates and will not be permitted as additional charges to the contract.

#### A - Initial Contract Period:

Category	All-inclusive Per Diem Rate	Estimated Level of Effort	Total Cost
Regional Research Manager	\$	60 days	\$

#### B - Option Period #1:

Category	All-inclusive Per Diem Rate	Estimated Level of Effort	Total Cost
Regional Research Manager	\$	60 days	\$

#### C - Option Period #2:

Category	All-inclusive Per Diem Rate	Estimated Level of Effort	Total Cost
Regional Research Manager	\$	60 days	\$

#### D - Option Period #3:

Category	All-inclusive Per Diem Rate	Estimated Level of Effort	Total Cost
Regional Research Manager	\$	60 days	\$

#### E - Option Period #4:

Category	All-inclusive Per Diem Rate	Estimated Level of Effort	Total Cost
Regional Research Manager	\$	60 days	\$

#### F - Option Period #5:

Category	All-inclusive Per Diem Rate	Estimated Level of Effort	Total Cost
Regional Research Manager	\$	60 days	\$

Total Bid Price (Initial Contact Period plus all options (A-F)): \$ \_\_\_\_\_

### 2. Pre-Authorized Travel and Living Expenses

The Contractor will be paid for pre-authorized reasonable and proper travel and living expenses incurred by personnel directly engaged in the performance of the work, supported by appropriate receipts and calculated in accordance with the then current National Joint Council Directive on Travel and Living Expenses, (website: <http://www.njc-cnm.gc.ca/directive/travel->



[voyage/index-eng.php](#) ) without allowance thereon for overhead or profit. All payments are subject to government audit. **All travel must have prior authorization of the Project Authority.**

Estimated Total Price for Travel and Living Expenses <b>per year:</b>	\$ 5,500.00
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Total estimated Travel and Living Expenses for the full term of the Contract (including Option Periods): **\$33,000.00**





ANNEX "C" - SECURITY REQUIREMENT CHECKLIST

ES69

18-223

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Government of Canada

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

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Natural Resources Canada
2. Branch or Directorate / Direction générale ou Direction IETS/OERD	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail NRCAN is seeking a Regional Research Manager on the East coast to provide expert scientific advice to the Environmental Studies Research Fund (ESRF) Management Board and the ESRF Secretariat to assist in the review of Letters of Interest, Proposals, Progress Reports and Final Reports.	
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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586-81

18223

Government of Canada / Gouvernement du Canada

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

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
 Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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255-71

18-223

Government of Canada / Gouvernement du Canada

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

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

Security Classification / Classification de sécurité
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885-71

18-223



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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <b>Ashley Mercer</b>	Title - Titre <b>Program Manager Cleaner Hydrocarbon</b>	Signature 	
Telephone No. - N° de téléphone 343-292-8959	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Ashley.Mercer@canada.ca	Date October 25, 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Valerie Holmes	Title - Titre Procurement Specialist	Signature 	
Telephone No. - N° de téléphone 343-292-8371	Facsimile No. - N° de télécopieur 613-947-5477	E-mail address - Adresse courriel valerie.holmes@canada.ca	Date December 11, 2018
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

For

**Monique Faucher**  
 Manager, Security Screening / Gestionnaire, filtrage de sécurité  
 SEMID / DGSUR  
 Natural Resources Canada / Ressources naturelles Canada  
 Monique.Faucher@canada.ca  
 Tel.: 343-292-8084 / Fax: 613-947-2360

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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