



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p><i>By Email; Anthony.Deflavis@canada.ca</i></p> <p><i>Par Courriel;</i> <i>Anthony.Deflavis@canada.ca</i></p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Professional Services - Environment and Climate Change Canada, Planning and Reporting Documents</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000039962</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2019-01-15</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le February 26, 2019</p>	<p>Time Zone – Fuseau horaire</p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à Anthony De Flavis</p>	
	<p>Telephone No. – N° de téléphone 514-283-5958</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</p>	
	<p>Destination - of Services / Destination des services</p> <p>Gatineau, Quebec</p>	
	<p>Security / Sécurité <i>There is a security requirement associated with this bid solicitation</i></p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>	



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Professional Services - Environment and Climate Change Canada, Planning and Reporting Documents

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 includes specific requirements that must be addressed by bidders; and

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

The Attachments include a Financial Bid Presentation Sheet, Mandatory Technical Criteria And Point Rated Technical

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

2. Summary

2.1 Environment Canada has a requirement for a professional service for the development of Environment and Climate Change Canada's Planning and Reporting Documents as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from April 1, 2019 to March 31st, 2020

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

2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003 (2014-09-25)



- 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 2.5 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), and the Canadian Free Trade Agreement (CFTA).

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

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

Delete: In its entirety

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

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”



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

Delete: In its entirety

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

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

Delete: In their entirety

Insert: "Deleted"

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

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

Insert: "Deleted"

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

Delete: In its entirety

Insert: "Deleted"

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

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

The standard instructions 2004 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 07 Rejection of Bid, Subsection 07 (1) a. and b.:

Delete: In their entirety

Insert: "Deleted"

At Section 10 Joint Venture, Subsection 10 (1b):

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

Insert: "Deleted"

2. Submission of Bids

Bids must be submitted to Environment Canada (EC) by email and by the date, time and email address 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 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.

5. Applicable Laws

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



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

6. Basis for Canada's Ownership of Intellectual Property

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 soft copy by e-mail in PDF format)

Section II: Financial Bid (1 soft copy by e-mail in PDF format)

Section III: Certifications (1 soft copy by e-mail in PDF format)

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

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

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

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

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



Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

1.2 Price Breakdown

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

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

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

- (i) Work described in Part 7, Resulting Contract of the bid solicitation required to be performed within the Quebec Region.
- (ii) travel between the successful bidder's place of business and the Quebec Region
- (iii) the relocation of resources

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

(b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable. 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 Part 7 of the bid solicitation.
- (g) **Applicable Taxes:** The bidders should indicate the Applicable Taxes separately.

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

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Bidder's Proposed Site or Premises Requiring Safeguard Measures

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

Address:

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

City, Province, Territory / State

Postal Code / Zip Code

Country



ATTACHMENT 1 TO PART 3 - FINANCIAL BID PRESENTATION SHEET

The Bidder should complete the Financial Bid Presentation Sheet and include it in its financial bid once completed. As a minimum, the Bidder must respond to this Financial Presentation Sheet by including in its financial bid.

FIRM PERIOD OF CONTRACT

Task	Period	Firm all inclusive per diem rate in Cdn \$	Volumetric Data (Estimated Level of Effort)	Total in Cdn \$
1. Preparation of the DRR and related material	April 1, 2019 to September 30, 2019	A	B: 40 days	C=AXB
• 1.1 Initial draft of the DRR and related material in electronic format in English	April 1, 2019 to May 15, 2019	_____ \$	B: 20 days	_____ \$
• 1.2 Final edited draft of the DRR and related material in electronic format in English	May 16, 2019 to July 25, 2019	_____ \$	B: 15 days	_____ \$
• 1.3 On an as required basis, final edited draft of the DRR, DSDS and other related material in electronic format in English	July 26, 2019 to September 30, 2019	_____ \$	B: 5 days	_____ \$
2. Preparation of the DP and related material	October 1, 2019 to March 31, 2020	A	B: 40 days	C=AXB
• 2.1 Initial draft of the DP and related material in electronic format in English	October 1, 2019 to November 15, 2019	_____ \$	B: 20 days	_____ \$
• 2.2 Final edited draft of the DP and related material in electronic format in English	November 16, 2019 to January 25, 2020	_____ \$	B: 15 days	_____ \$
• 2.3 On an as required basis, final edited draft of the DP, DSDS and other related material in electronic format in English	January 26, 2020 to March 31, 2020	_____ \$	B: 5 days	_____ \$

ESTIMATED TOTAL COST OF WORK (A): _____ \$

For the purposes of this contract, a day is defined as 7.5 hours of work exclusive of meal breaks. Payment will be made for days actually worked. If time worked is more or less than a day, the fixed daily rate must be prorated to reflect actual time worked.

Definition of a day/proration

A day is defined as 7.5 hours of work exclusive of meal breaks. If time worked is more or less than a day, the fixed per diem rate must be prorated to reflect actual time worked in accordance with the following formula:

$$\text{Hours worked multiplied by applicable fixed per diem rate divided by 7.5}$$



FIRST OPTION YEAR

Task	Period	Firm all inclusive per diem rate in Cdn \$	Volumetric Data (Estimated Level of Effort)	Total in Cdn \$
1. Preparation of the DRR and related material	April 1, 2020 to September 30, 2020	A	B: 40 days	C=AXB
• 1.1 Initial draft of the DRR and related material in electronic format in English	April 1, 2020 to May 15, 2020	_____ \$	B: 20 days	
• 1.2 Final edited draft of the DRR and related material in electronic format in English	May 16, 2020 to July 25, 2020	_____ \$	B: 15 days	
• 1.3 On an as required basis, final edited draft of the DRR, DSIDS and other related material in electronic format in English	July 26, 2020 to September 30, 2020	_____ \$	B: 5 days	
2. Preparation of the DP related material	October 1, 2020 to March 31, 2021	A	B: 40 days	C=AXB
• 2.1 Initial draft of the DP and related material in electronic format in English	October 1, 2020 to November 15, 2020	_____ \$	B: 20 days	_____ \$
• 2.2 Final edited draft of the DP and related material in electronic format in English	November 16, 2020 to January 25, 2021	_____ \$	B: 15 days	_____ \$
• 2.3 On an as required basis, final edited draft of the DP, DSIDS and other related material in electronic format in English	January 26, 2021 to March 31, 2021	_____ \$	B: 5 days	_____ \$

ESTIMATED TOTAL COST OF WORK (B): _____ \$



SECOND OPTION YEAR

Task	Period	Firm all inclusive per diem rate in Cdn \$	Volumetric Data (Estimated Level of Effort)	Total in Cdn \$
1. Preparation of the DRR and related material	April 1, 2021 to September 30, 2021	A	B: 40 days	C=AXB
• 1.1 Initial draft of the DRR and related material in electronic format in English	April 1, 2021 to May 15, 2021	_____ \$	B: 20 days	_____ \$
• 1.2 Final edited draft of the DRR and related material in electronic format in English	May 16, 2021 to July 25, 2021	_____ \$	B: 15 days	_____ \$
• 1.3 On an as required basis, final edited draft of the DRR, DSIDS and other related material in electronic format in English	July 26, 2021 to September 30, 2021	_____ \$	B: 5 days	_____ \$
2. Preparation of the DP related material	October 1, 2021 to March 31, 2022	A	B: 40 days	C=AXB
• 2.1 Initial draft of the DP and related material in electronic format in English	October 1, 2021 to November 15, 2021	_____ \$	B: 20 days	_____ \$
• 2.2 Final edited draft of the DP and related material in electronic format in English	November 16, 2021 to January 25, 2022	_____ \$	B: 15 days	_____ \$
• 2.3 On an as required basis, final edited draft of the DP, DSIDS and other related material in electronic format in English	January 26, 2022 to March 31, 2022	_____ \$	B: 5 days	_____ \$

ESTIMATED TOTAL COST OF WORK (C): _____ \$

Total bid value (D) = (A) + (B) +(C) : _____ \$



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Evaluation Procedures

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

1.1 Technical Evaluation

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

1.1.1 Mandatory Technical Criteria – See *ATTACHMENT « 1 » TO PART 4*,

1.1.2 Point Rated Technical Criteria – See *ATTACHMENT « 1 » TO PART 4*,

2. Basis of Selection

Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 28 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 44 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



- Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

Overall Technical Score	Bidder		
	Bidder 1	Bidder 2	Bidder 3
	85/100	66/100	68/100
Bid Evaluated Price	55 000,00 \$	50 000,00 \$	45 000,00 \$
Calculations			
Technical Merit Score	$85/100 \times 70 = 59.5$	$66/100 \times 70 = 46.2$	$68/100 \times 70 = 47.6$
Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating	84.05	73.2	77.6
Overall Rating	1 st	2 nd	3 rd

The technically responsive proposal that obtains the highest combined rating of technical merit and price, e.g. adding the technical score with the financial score, will be recommended for award of a contract. The total possible technical score is 70 while the total possible financial score is 30. Where two or more proposals achieve the identical highest combined technical (70%) and financial (30%) score, the proposal with the lowest total price will be recommended for award of a contract.



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

Mandatory Technical Evaluation Criteria

This list of qualifications is essential and must be met by the contractor to perform the required tasks and produce deliverables outlined in the Statement of Work. The information provided about the proposed contractor must clearly describe how each of the qualifications in the list is met. Failure to adequately describe how a qualification is met will be determined as “not met”. As requested, the contractor must provide examples and reference information (may be checked by the Technical Authority) of their experience in the following:

MANDATORY REQUIREMENT	REQUIREMENT MET? (Y/N)	HOW REQUIREMENT IS MET
<p>M1. i. The Bidder must demonstrate in their bid that each proposed resource possesses current, valid Security clearance, at the Level of Enhanced Reliability.</p> <p>ii. The bidder must also demonstrate at bid closing that they are approved by CISD for document safeguarding up to Protected B.</p>		
<p>M2. The Bidder must have experience in preparing and drafting narrative of DPs and DRRs for Canadian federal government departments or agencies in three of the past five years.</p> <p>In order to demonstrate this criterion, the Bidder must provide a copy of their CV, three project references, and must include the following information:</p> <ul style="list-style-type: none"> ▪ Name and description of client organization; ▪ Description and scope of project including start and end dates, actual level of effort and dollar value; ▪ Proposed Contractor's role in the project; ▪ Name, address and telephone number of client Project Authority to whom the bidder reported 		
<p>M3. The Bidder must have</p>		



MANDATORY REQUIREMENT	REQUIREMENT MET? (Y/N)	HOW REQUIREMENT IS MET
completed post-secondary education in a field relevant to the Statement of Work, including but not limited to a Bachelor of Arts or Masters in English or Communications related field. A copy of the university degree or college diploma must be provided with the bid.		

Point Rated Technical Criteria

In this section, details should be provided regarding the qualifications, relevant experience and expertise of the proposed personnel. The experience of each proposed contractor must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, and the client.

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

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

The point rated evaluation criteria of the Statement of work are:

POINT RATED TECHNICAL CRITERIA (RT) & SCORES	POINTS	REQUIRED MINIMUM NUMBER OF POINTS	MAXIMUM POINTS	DEMONSTRATED EXPERIENCE (BIDDER TO INSERT DATA)
RT1. Experience over and above the three (3) years (of the past five (5) years) listed in mandatory M2.	36 -48 months of experience= 12 points 49 -60 months of experience = 16 points 61 months+ of experience = 20 points	12	20	



POINT RATED TECHNICAL CRITERIA (RT) & SCORES	POINTS	REQUIRED MINIMUM NUMBER OF POINTS	MAXIMUM POINTS	DEMONSTRATED EXPERIENCE (BIDDER TO INSERT DATA)
RT2. The Bidder should demonstrate additional experience in preparing DPs and DRRs for Canadian federal government departments or agencies.	Prepared DP and DRR for ECCC = 24 points Prepared DP and DRR for other science-based departments and/or agencies ¹ = 20 points Prepared DP and DRR for other (non-science-based) departments and/or agencies = 16 points	16	24	
Maximum Available Points			44	
Minimum Points Required		28		
Points Achieved				

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#).

Examples of science-based departments and agencies can include: Environment and Climate Change Canada, Innovation, Science and Economic Development Canada, Natural Resources Canada, Health Canada, Public Health Agency of Canada, Fisheries and Ocean Canada, Canadian Food and Inspection Agency.



The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

2.2 Education and Experience

PWGSC SACC Manual clause A3010T 2010-08-16 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.

PART 6 – SECURITY

1. Security Requirement

(a) Before award of a contract, the following conditions must be met:

- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;



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

PART 7 - RESULTING CONTRACT

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

Title:

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2010B 2018-06-21 - General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"



At Section 13 Transportation Carriers” Liability

Delete: In its entirety.

Insert: “Deleted”

At Section 18, Confidentiality:

Delete: In its entirety

Insert: “Deleted”

Insert Subsection: “35 Liability”

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

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

At Section 19 Copyright

Delete: In its entirety

Insert:

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



Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

B. For standard service requirements (ex.: manual services, snow or garbage removal, cleaning, window washing, maintenance, etc.) the general conditions 2010 B General Conditions Professional Services (Medium Complexity), must be modified as follows:

At Section 06 Subcontracts

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

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

At Section 19 Copyright

Delete: In its entirety

Insert: "Deleted"

2.2 Supplemental General Conditions

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

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

2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (*insert name(s) of person(s)*).

3. Security Requirement

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

3.2 Contractor's Site or Premises Requiring Safeguard Measures

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

Address:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State



Postal Code / Zip Code
Country

3.3 Security Requirement For Canadian Supplier:

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

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of April 1st, 2019 to March 31, 2020

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 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 30 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:



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

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

5.2 Technical Authority

The Technical Authority for the Contract is:

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

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

5.3 Contractor's Representative

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

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive



disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$_____. 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.

7.2 PWGSC SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7.3 Time Verification

C0711C (2008-05-12) Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

8. Invoicing Instructions

8.1 Milestone Payment

8.1.1 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, up to 100 percent of the amount claimed and approved by Canada 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) the total amount for all milestone payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Contract;
- (c) all such documents have been verified by Canada;
- (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

9. Certifications

9.1 Compliance



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

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2013-06-27 Supplemental General Conditions Professional Services - Medium Complexity
- (c) 2010B General Conditions - Professional Services (Medium Complexity) (2018-06-21) as modified;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List
- (i) Annex D, the signed Non-Disclosure Certification.

12. Insurance

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.



ANNEX A STATEMENT OF WORK

Professional support in the development of Environment and Climate Change Canada's Planning and Reporting Documents, primarily:

- Sections of the Departmental Results Report entitled “Results at a glance” and “Results: what we achieved” for each core responsibility, as well as a related annual Departmental Sustainable Development Strategy Report; and
- Sections of the Departmental Plan entitled “Plans at a glance” and “Planned results: what we want to achieved this year and beyond” for each core responsibility, as well as related annual updates on ECCC’s Departmental Sustainable Development Strategy.

I. Background

The Corporate Management Directorate (CMD) is responsible for leading a variety of management initiatives on behalf of Environment and Climate Change Canada (ECCC). Responsibilities related to planning and reporting include internal planning initiatives, government-wide planning and reporting requirements (i.e., the Departmental Plan (DP) and Departmental Results Report (DRR)), the Departmental Sustainable Development Strategy (DSDS), and results management initiatives. CMD is responsible for maintaining the Departmental Results Framework (DRF), assessing the quality of the information it contains, and submitting this information to TBS.

The Directorate is also responsible for issues related to departmental governance, Management Accountability Framework (MAF) assessments, and corporate risk management. CMD provides guidance and advice to program managers to assist them in meeting their responsibilities with respect to the Treasury Board Policy on Results, of which the DRF is a central component.

Each fiscal year, departments must establish priorities aligned to expected program results, as well as direction provided by central agencies such as the Treasury Board Secretariat (TBS). Departments must also prepare planning and reporting documents to support those priorities, and update their planning and reporting structures and related information. To this end, two of CMD's primary responsibilities are to prepare annual departmental planning (i.e., the [Departmental Plan](#)) and reporting (i.e., the [Department Results Report](#)) documents for submission to TBS and tabling in Parliament.

II. Scope and Objectives

Based on the ECCC business practices and standards, the scope and objective of the project is to provide professional writing and editing services to assist the development of ECCC’s annual reporting and planning documents as follows:



1. Prepare narrative elements of the DRR and related material to ensure that they provide a clear and concise description of departmental results; and
2. Prepare narrative elements of the DP and related material to ensure that they provide a clear and concise description of departmental planning commitments.

In addition to the DP and DRR related material noted above, the Contractor could be asked by the Project Authority to prepare and update DRF related descriptions, as and when required, during the contract period (i.e., April 1, 2019 to March 31, 2020). The DRF (and its descriptions) is an integral part of the DP and DRR packages.

This contact is for one year, and may be extended by up to two (2) additional years, in one (1) year increments, under the same conditions and deliverables.

III. Tasks

The Contractor will participate in an interactive approach to preparing ECCC's planning and reporting documents and, as such, the contractor will be responsible for conducting the following tasks.

Task 1: Preparation of the 2018-19 DRR and related material (April 1, 2019 - September 30, 2019);

Methodology and Approach

- 1.1 Prepare and submit, in collaboration with the Project Authority, an **initial draft** of the Departmental Results Report sections entitled "Results at a glance" and "Results: what we achieved" for each core responsibility, as well as a Departmental Sustainable Development Strategy Report. Specific project activities and milestones will include:
 - a. Meeting with the Project Authority to clarify objectives and expectations, identify the number of working days required, set specific start and finish dates, scope key elements and requirements and set out any key questions;
 - b. Reviewing sources of information (e.g. media articles, news releases, evaluation recommendations, ministerial announcements, data gathered through ECCC's Integrated Planning process, etc.) to inform the narrative of the DP.
 - c. Participating in interactive discussions with key program representatives to obtain necessary results information;
 - d. Assessing and incorporating DRR data and inputs provided by key program representatives and the Project Authority;
 - e. Incorporating any other key information required to meet TBS requirements for reporting departmental results relative to planning commitments (guidance will be provided to the contractor by the Technical Authority);
 - f. Preparing and editing the text to be clear and concise by:



- Minimizing duplication, balancing strategic messages with detailed program inputs;
 - Ensuring “plain language” writing and editing the document as prescribed by TBS (guidance will be provided to the contractor by the Technical Authority); and
- g. Submitting an initial complete draft of the DRR main document in electronic format, within the agreed timeline, to the Project Authority for review and comment.

1.2 Prepare and submit the **final, edited draft** of the DRR and related material taking into account comments received from the CMD Project Authority, and ensuring editorial completeness by undertaking the following steps:

- a. Review and incorporate comments provided by the Project Authority on the initial draft;
- b. Ensure appropriate consistency, syntax and grammar throughout the main document and editing and rewriting the narrative as required;
- c. Provide the final edited English version of the DRR and related material in electronic format (e.g., on a memory stick) within the agreed timeline to the Project Authority.

Task 1 is to be completed within the April 1, 2019 - September 30, 2019 time period, in accordance with the specific start and finish dates identified under deliverables, in Paragraph V. In addition, the Contractor may be requested to offer additional editorial assistance on the other components of the DRR and related material (i.e., DSDS). It is expected that, in general, no more than thirty (30) working days will be required to carry out this Task.

The final, edited draft of the DRR and related material will provide the basis for internal management approvals. The Contractor may be called upon to provide additional editorial assistance to help secure senior management approval of the DRR and related material.

CMD will advise the contractor, in writing, when no further amendments, edits, corrections are required.

Task 2: Preparation of the 2020-21 DP and related material (October 1, 2019 - March 31, 2020);

Methodology and Approach

2.1 Prepare and submit, in collaboration with the Project Authority, an **initial draft** of the DP sections entitled “Plans at a glance” and “Planned results: what we want to achieved this year and beyond” for each core responsibility, as well as a



Departmental Sustainable Development Strategy update. Specific project activities and milestones will include:

- a. Meeting with the Project Authority to clarify objectives and expectations, identify the number of working days required, set specific start and finish dates, scope key elements and requirements and set out any key questions;
- b. Reviewing sources of information (e.g. media articles, news releases, evaluation recommendations, ministerial announcements, data gathered through ECCC's Integrated Planning process, etc.) to inform the narrative of the DP.
- c. Participating in interactive discussions with key program representatives to obtain necessary planning information;
- d. Assessing and incorporating DP data and inputs provided by key program representatives and the Project Authority;
- e. Incorporating any other key information required to meet the TBS requirements for reporting departmental plans and priorities (guidance will be provided to the contractor by the Technical Authority);
- f. Preparing and editing the text to be clear and concise by: minimizing duplication, balancing strategic messages with detailed program inputs; ensuring "plain language" writing; and editing the document as prescribed by TBS (guidance will be provided to the contractor by the Technical Authority); and
- g. Submitting an initial complete draft of the DP and related material in electronic format, within the agreed timeline, to the Project Authority for review and comment.

2.2 Prepare and submit the **final, edited draft** of the DP and related material, taking into account comments received from the Project Authority, and ensuring editorial completeness by undertaking the following steps:

- a. Reviewing and incorporating comments provided by the Project Authority on the initial draft;
- b. Ensuring appropriate consistency, syntax and grammar throughout the main document and editing and rewriting the narrative as required; and
- c. Providing the final edited English version of the DP main document in electronic format (e.g., on a memory stick), within the agreed timeline, to the Project Authority.

Task 2 is to be completed within the October 1, 2019 - March 31, 2020 time period, in accordance with the specific start and finish dates identified under deliverables, in Paragraph V. In addition, the Contractor may be requested to offer additional editorial assistance on the other components of the DP and related material (e.g., DSDS). It is expected that, in general, no more than thirty (30) working days will be required to carry out this Task.

The Contractor may be called upon to provide additional editorial assistance to help secure senior management approval of the DP and related material, following internal reviews and feedback at the Director and DG levels.



CMD will advise the contractor, in writing, when no further amendments, edits, corrections are required.

IV. Language of Work

The language of work will be primarily in English. Documents to be prepared by the contractor are to be provided in the English language. The Department is responsible for the translation of documents.

V. Deliverables

The following shall be delivered by the Contractor (all documents submitted must be in MS Office suite format, as appropriate (i.e. MS Word, MS Powerpoint, MS Excel).

1. Initial draft of the DRR and related material in electronic format in English (by May 15, 2019).
2. Final edited draft of the DRR and related material in electronic format in English (by July 25, 2019).
3. On an as required basis, final edited draft of the DP, DSDS and other related material in electronic format in English (by September 30, 2019).
4. Initial draft of the DP and related material in electronic format in English (by November 15, 2019).
5. Final edited draft of the DP and related material in electronic format in English (by January 24, 2020).
6. On an as required basis, final edited draft of the DRR, DSDS and other related material in electronic format in English (by March 31, 2020).

VI. Scheduling/Milestones

Departmental Results Report: April 1, 2019 – September 30, 2019

Departmental Plan: October 1, 2019 - March 31, 2020

Departmental Results Framework Descriptions (on an as and when required basis):
April 1, 2019 – September 30, 2020

VII. Travel

No travel requirements are anticipated for this contract. Any regional outreach, if necessary, will be conducted either through video-conferencing and/or conference call methods. The Department will coordinate the outreach and organize video-conferencing or conference call methods.

VIII. Work Location



The Contractor will be required to work off-site using their own facility and equipment to prepare the documents. The Contractor must be available for meetings held at ECCC premises as requested during normal business hours. Normal business hours are Monday to Friday from 9 a.m. to 5 p.m.

IX. Meetings

As required by the Project Authority, the Contractor may be expected to participate in weekly status meetings where the Contractor will outline the progress made against the planned work and provide go forward plans to complete the work within the specified and agreed upon timeframe and cost. The Contractor may also be required to participate in *ad hoc* meetings as deemed necessary by the Project Authority.

X. Crown Input

EC will provide the contractor with departmental documentation and information necessary to prepare the required products.



**ANNEX B
BASIS OF PAYMENT**

Contract Period - From April 1, 2019 to March 31, 2020

During the period of the contract, the Contractor will be paid upon successful completion of deliverables as specified below for work performed in accordance with the contract.

The Contractor will be paid all inclusive per diem fees including GST/HST as follows:

Task	Anticipated completion date	Firm all inclusive per diem rate in Cdn \$	Volumetric Data (Estimated Level of Effort)	Total in Cdn \$
1. Preparation of the DRR and related material	April 1, 2019 to September 30, 2019	A	B: 40 days	C=AXB
• 1.1 Initial draft of the DRR and related material in electronic format in English	May 15, 2019	_____ \$	B: 20 days	_____ \$
• 1.2 Final edited draft of the DRR and related material in electronic format in English	July 25, 2019	_____ \$	B: 15 days	_____ \$
• 1.3 On an as required basis, final edited draft of the DRR, DSDS and other related material in electronic format in English	September 30, 2019	_____ \$	B: 5 days	_____ \$
2. Preparation of the DP related material	October 1, 2019 to March 31, 2020	A	B: 40 days	C=AXB
• 2.1 Initial draft of the DP and related material in electronic format in English	November 15, 2019	_____ \$	B: 20 days	_____ \$
• 2.2 Final edited draft of the DP and related material in electronic format in English	January 25, 2020	_____ \$	B: 15 days	_____ \$
• 2.3 On an as required basis, final edited draft of the DP, DSDS and other related material in electronic format in English	March 31, 2020	_____ \$	B: 5 days	_____ \$



ANNEX C SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

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	2. Branch or Directorate / Direction générale ou Direction Corporate Services and Finance Branch	
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 <small>Professional support in the development of Environment and Climate Change Canada's Planning and Reporting Documents, primarily: - Sections of the Departmental Plan entitled "Plans at a glance" and "Planned results: what we want to achieve this year and beyond" for each core responsibility, as well as related annual updates on ECC's Departmental Sustainable Development Strategy; and, - Sections of the Departmental Results Report entitled "Results at a glance" and "Results: what we achieved" for each core responsibility, as well as a related annual Departmental Sustainable Development Strategy Report</small>		
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? <small>(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)</small>	<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"/>	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 type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:
Commentaires spéciaux :

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Astéris Renseignements / Biens Production		X														
IT Media / Support TI / IT Unit / Unit 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?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX D NON-DISCLOSURE CERTIFICATION

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

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

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

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

Signature

Date