



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement and Climate Change Canada</p> <p>Email to: ec.soumissions-bids.ec@canada.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE 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 AND CLIMATE CHANGE 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 Socio-Economic and Environmental Study of the Canadian Remanufacturing Sector and Other Value-Retention Processes in the Context of a Circular Economy</p>		
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000043872</p>		
	<p>Date of Bid solicitation – Date de la demande de soumissions 2019-08-09</p>		
	<p>Bid Solicitation Closes – La demande de soumissions prend fin</p> <p>at – à 2:00 P.M. on – le 2019-09-19</p>	<p>Time Zone – Fuseau Horaire</p> <p>Eastern Daylight Time</p>	
	<p>F.O.B – F.A.B Destination.</p>		
	<p>Address Enquiries to - Adresser toutes questions à moufid.samri@canada.ca</p>		
	<p>Telephone No. – N° de téléphone 514-496-2617</p>		<p>Fax No. – N° de Fax 514-283-4439</p>
	<p>Delivery Required – Livraison exigée See Statement of Work herein.</p>		
	<p>Destination of Services / Destination des services See Statement of Work herein.</p>		
	<p>Security / Sécurité There is no security requirement associated with this requirement.</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>	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefing

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES, BID EVALUATION CRITERIA AND BASIS OF SELECTION

1. Evaluation Procedures
2. Technical Bid Evaluation Criteria, including Mandatory and Point-rated technical criteria
3. Financial Bid Evaluation
4. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Contract Award
2. Additional Certifications Required Precedent to Contract Award

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirements
2. Insurance Requirements

Liste of attachments:

Attachment 1 to Part 3, Financial Bid Presentation Sheet
Attachment 1 to Part 4, Technical and financial selection criteria

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants



7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents

List of Annexes:

- | | |
|---------|--|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Supplier list of names |
| Annex D | Former Public Servant – Competitive Bid Form |



TITLE: Socio-Economic and Environmental Study of the Canadian Remanufacturing Sector and Other Value-Retention Processes in the Context of a Circular Economy

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 Bid 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 Attachments include the Financial Bid Submission Sheet, Mandatory Technical Criteria, and Rated Technical Criteria

The Annexes include the Statement of Work, the Basis of Payment, the Supplier list of names and the Former Public Servant – Competitive Bid Form.

2. Summary

2.1 As part of on-going work to support and enhance the implementation of a circular economy approach to the management of products and waste in Canada, Environment and Climate Change Canada (ECCC) wants to identify policy options and recommendations relating to remanufacturing of products in Canada. The overall goal is to reduce the amount of products ending up in landfill in Canada, increase the reuse of materials and to generate benefits to the Canadian economy while reducing GHG emissions.

The period of the contract is from date of award and to be completed on or before 36 weeks after contract award.

2.2 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.

2.3 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.



- 2.4 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), Canada-Chile Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement (CCFTA), Canada-Columbia Free Trade Agreement (CCoFTA), Canada-Honduras Free Trade Agreement (CHFTA), Canada-Panama Free Trade Agreement (CPaFTA), Canada-Peru Free Trade Agreement (CPFTA) and Canada-Korea Free Trade Agreement (CKFTA).

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 (2019-03-04) 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 05 Submission of Bids, Subsection 05 (4):

Delete: “sixty (60) days”

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

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”

1.1 PWGSC SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

2. Submission of Bids

Bids must be submitted to Environment and Climate Change Canada (ECCC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servant – Competitive Bid

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

Definitions

For the purposes of this clause, “former public servant” is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.



"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.



For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

6. Basis for Canada's Ownership of Intellectual Property

Environment and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, 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 electronic copy in PDF format by email to **ec.soumissions-bids.ec@canada.ca**)

Section II: Financial Bid

(1 electronic copy in PDF format by email to **ec.soumissions-bids.ec@canada.ca**)

Section III: Certifications

(1 electronic copy in PDF format by email to **ec.soumissions-bids.ec@canada.ca**)

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

In order to be considered, bids must be received no later than 2:00 P.M. (Eastern Daylight Time) on the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: ec.soumissions-bids.ec@canada.ca

Attention: Moufid Samri

Solicitation Number: 5000043872

Bids sent by fax or by another mean will not be accepted. Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than **15 megabytes (MB)**. It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

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 Canadian Funds and in accordance with the Financial Bid Presentation Sheet as seen in attachment 1 to part 3. The total amount of Applicable Taxes must be shown separately. All information relating to price must appear only in the financial bid. No price may be indicated in any other section of the bid. The bid must cover the prescribed length of the contract, including option years.

Bidders must submit their prices FOB destination; Canadian customs duties and excise Taxes included, as applicable; and Applicable Taxes excluded.

1.2 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements 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.
- (b) 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".
- (c) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (d) 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.



**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. As a minimum, the Bidder must respond to the Financial Bid Presentation Sheet in its financial bid by including, for each of the tasks identified below, the all-inclusive fixed rate (in CAD) that it proposes for each of the resource categories identified.

Deliverables	Tiemframe	Amount
Delivery of the FINAL report for Task 1	no later than 20 weeks after contract award	\$
Delivery of the FINAL report for Task 2	no later than 30 weeks after contract award	\$
FINAL delivery of reports and presentation of Task 3	no later than 36 weeks after contract award	\$
Total cost (excluding GST / HST). Financial Bid Evaluation Point Must not exceed 250,000.00\$		\$

Breakdown of the financial proposal

Resources	Number of working days/Quantity	Rate/Price	Totals
Project Team			
Manager Project		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total			\$



PART 4 - EVALUATION PROCEDURES, TECHNICAL AND FINANCIAL BID EVALUATION CRITERIA, 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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

Unless expressly stated otherwise, the experience described in the bid must be that of the bidder itself (with the experience of any company that has trained the bidder by way of merger, but without the experience gained from purchasing assets or awarding contracts). The experience of the companies related to the tenderer (parent company, subsidiary or sister), subcontractors and suppliers is not taken into consideration

Mandatory Technical Criteria and Point Rated Technical Criteria are included in Attachment 1 to Part 4.

1.2 Evaluation Process

All bids will be evaluated in accordance with the process outlined in this Article.

The Evaluation Process and Contractor Selection are subdivided into four stages:

- i. Evaluation of compliance with the Mandatory Technical Evaluation Criteria
- ii. Evaluation of the Point-Rated Technical Evaluation Criteria
- iii. Evaluation of the Financial Bid
- iv. Basis of Selection of the winning bidder

Bidders will not be given any information regarding the status of their bid, any preliminary scores or results relating thereto, or any similar details until such time as the evaluation of all bids has been completed and a Contract has been awarded.

Notwithstanding that the evaluation and selection methodology will be conducted in Stages, the fact that Canada has proceeded to any next stage shall not be deemed to mean that Canada has conclusively determined that the proposal has successfully passed all the previous Stages.

1.3 Evaluation of the Financial Bid

Once the technical evaluation scores are established for all bids, the Financial Bid will be opened and evaluated by the Contracting Authority. The technical scores will not be changed once the financial bids are opened.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.



The Total Bid Price for Evaluation will be determined in accordance with Attachment 1 to Part 3, Financial Bid Presentation Sheet. Bidders must complete all the fields on the Financial Bid Presentation Sheet for their bids to be considered responsive.

Note: a cell cannot remain blank. If an amount of \$0.00 or NIL is provided in the Bid for a portion of the Work, the Bidder must understand that all related work must be performed for the dollar value indicated in the Bid (i.e. \$0).

Failure to complete the Financial Bid Presentation Sheet in accordance with the instructions above will render the Bidder's bid non-responsive.

2. Basis of Selection

Highest combination of technical merit (80%) and Price (20%)

The selection will be based on the highest responsive combined rating of technical merit and Price. The ratio will be 80% for the technical merit and 20% for the price.

- (a) To be declared responsive, a bid must:
 - (i) comply with all the requirements of the bid solicitation;
 - (ii) meet all mandatory technical evaluation criteria; and
 - (iii) obtain the required minimum points for the technical evaluation criteria which are subject to point rating; and
 - (iv) obtain the required **minimum of 70 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points;
- (b) Bids not meeting (i) or (ii) or (iii) or (iv) will be declared non-responsive.
- (c) The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.
- (d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained will be divided by maximum number of points available multiplied by the ratio of 80%.
- (e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
- (f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- (g) 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 sum of the technical and financial scores is used to determine the final score. The contract will be awarded to the firm obtaining the highest overall score. Where several bids are equal, the one with the highest technical rating will be selected.



$$\text{Technical Score} = \frac{\text{Bidder's Points}}{100} \times 70\% = \text{XXX}$$

$$\text{Financial Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 30\% = \text{XXX}$$

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

Example of calculation

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		182/260	200/260	225/260
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	182/260 x 70 = 49	200/260 x 70 = 53.85	225/260 x 70 = 60.58
	Pricing Score	45/55 x 30 = 24.55	45/50 x 30 = 27	45/45 x 30 = 30
Combined Rating		73.55	80.85	90.58
Overall Rating		3rd	2nd	1st



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

For each mandatory and technical point rated criterion listed below, the Bidder must submit a resume for each of the proposed resources to support project details as listed below:

- a) Project description
- b) Project time frame expressed in dates & total months (ex: Jan 2019 to Jan 2020 – 12 months)
- c) Objective and outcome of the project
- d) Name and description of client organization
- e) Name and email address of client reference to be included under Sec IV of the bid submission.
- f) Scope and size in dollars
- g) Contribution of the proposed resource to the project

Note that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example, Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002. The total month of experience for these two referenced projects is seven (7) months. Bidders are encouraged to insert in brackets the exact numbers of months claimed for the cited project whose timeframe overlap with another project.

The Government of Canada reserves the right to request references to validate any information presented by the Bidder. For each client reference requested by Canada, the Bidder must, at a minimum, provide the name, title and e-mail address for a contact person. If there is a conflict between the information provided by the client reference and the bid, the information provided by the client reference will be evaluated instead of the information in the bid. If the named individual is unavailable during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer if required.

1. MANDATORY EVALUATION 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.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

Item	Mandatory Criteria	Proposal Page #	Met/ Not Met
M1	The Contractor must assign a project manager with a) at least seven (7) years within the last ten (10) years of experience managing projects, including at least one (1) project of a similar scope and budget, and b) at least five (5) years within the last ten (10) years of experience working on projects related to socio-economic and environmental research, as described in the Statement of Work.		



M2	The Contractor must assign at least one (1) Technical Lead for each task (task 1 through 3) who will lead the analysis for that task. Each Technical Lead must have at least two (2) years within the last five (5) years of experience working on projects related to socio-economic and environmental research, as described in the Statement of Work.		
M3	The Contractor must demonstrate that it has previous experience in projects similar to the work described in the Statement of Work for undertaking economic and environmental analyses with at least three (3) of those years within the last five (5) years related specifically to the circular economy sector.		
M4	The Contractor must demonstrate that at least one Project Team member is able to communicate with and review documentation from targeted stakeholders or industry representatives in both official languages (oral and written). The team member(s)'s ability must be clearly explained in the proposal, for example explained in a team member's resume education or work experiences in both official languages.		
M5	The proposal has no more than fifty (50) pages in length, excluding the resumes.		

2. RATED EVALUATION CRITERIA

The criteria contained herein will be used by ECCC to evaluate each proposal that has met all of the mandatory criteria listed above. Proposals will be evaluated based on the following criteria:

1. Understanding of Project Requirements	
Minimum score required: 10 points	
Maximum score: 20 points	
a. Does the Statement of Understanding indicate a clear understanding of the work?	(Max. 10)
The proposal does not contain an explanation of the Contractor's understanding of the work. Does not clearly demonstrate that the Contractor understands the requirements well enough to complete the project.	0
The proposal is adequately defined but missing minor elements. Demonstrates an acceptable understanding of the project objectives and needs.	5
The proposal is very well defined and comprehensive. Demonstrates a strong	10



understanding of the project objectives and needs.	
<p>b. Is the Statement of Understanding clear, concise, well written and easy to understand?</p> <p>The proposal is not concise and contains too much information that is not relevant to this request. Does not clearly demonstrate that the Contractor is able to synthesize information requested. 0</p> <p>The proposal is concise, but information could have been better synthesized and/or provided only essential information. Demonstrates an acceptable ability to develop a written document that is easy to understand. 5</p> <p>The proposal is concise and the information is well synthesized. Demonstrates a strong ability to develop a written document that is easy to understand. 10</p>	<p>(Max. 10)</p>
<p>2. Methodology, Work Plan and Schedule</p> <p>Minimum score required: 20 points Maximum score: 45 points</p>	
<p>a. Methodology</p> <p>The methodology is weak and confusing and is not expected to meet the objectives. 0</p> <p>The methodology is clear, logical and meets expectations in achieving project objectives and fulfilling each activity under the Statement of Work. 5</p> <p>The methodology is clear, logical, comprehensive and exceeds expectations in meeting project objectives and fulfilling each task under the Statement of Work. Potential challenges are identified where appropriate and accompanied by descriptions of how they will be addressed with realistic and innovative solutions that respect the available budget and timing for this work. 10</p>	<p>(Max. 10)</p>
<p>b. Work Plan and Schedule</p> <p>The work plan and/or project schedule are incomplete, not well defined and/or poorly constructed and are not expected to meet the objectives and Statement of Work of the project. 0</p> <p>The work plan and project schedule are complete and are expected to meet the objectives and Statement of Work of the project. Some challenges are identified and addressed. 5</p> <p>The work plan and project schedule are complete, very clear, logical and are expected to meet the objectives and Statement of Work of the project. 10</p>	<p>(Max. 10)</p>



Challenges are clearly identified and addressed.	
c. Methodological and analysis challenges and contingency plans	(Max. 15)
Assessment of methodological and analysis challenges and/or proposed contingency plans are not addressed.	0
Assessment of methodological and analysis challenges and/or proposed contingency plans are weak and/or not considered to be reasonable.	5
Assessment of methodological and analysis challenges and proposed contingency plans appears to be reasonable but is not well-defined.	10
Assessment of methodological and analysis challenges and proposed contingency plans is comprehensive, reasonable and well-defined.	15
d. Proposed Quality Assurance / Quality Control approach and how it has been applied successfully in previous projects	(Max. 10)
Proposed approach to ensure quality control throughout the project and/or how it has been applied successfully in previous projects is weak and/or not considered to be reasonable.	0
Proposed approach to ensure quality control throughout the project and how it has been applied successfully in previous projects appears to be reasonable but is not well-defined.	5
Proposed approach to ensure quality control throughout the project and how it has been applied successfully in previous projects is comprehensive, reasonable and well-defined.	10
3. Experience and Qualifications of Contractor and Project Team Members	
Minimum score required: 18 points	
Maximum score: 35 points	
a. The Contractor's project team has recent experience (in the last three years) and in-depth expertise in undertaking global and/or national analyses, including economic and environmental analysis, related to the remanufacturing sector and/or circular economy.	(Max. 5)
The proposal does not demonstrate relevant and recent experience and expertise of the proposed resources.	0
The proposal demonstrates some relevant and recent experience and expertise of the proposed resources, including evidence of at least one (1) of the Technical Leads having experience working on at least one (1) project in the	1



<p>last three (3) years doing economic and/or environmental analysis related to the remanufacturing sector and/or circular economy.</p> <p>The proposal sufficiently demonstrates relevant and recent experience and expertise of the proposed resources, including evidence of at least two (2) of the Technical Leads having experience working on at least two (2) projects each in the last three (3) years doing economic and/or environmental analysis of the remanufacturing sector and/or circular economy.</p> <p>The proposal strongly demonstrates relevant and recent experience and expertise of the proposed resources, including evidence of at least two (2) of the Technical Leads having experience on at least three (3) projects each in the last three (3) years doing economic and/or environmental analysis of the remanufacturing sector and/or circular economy.</p>	<p>3</p> <p>5</p>
<p>b. The Contractor’s project team has recent experience (in the last three years) and in-depth expertise in providing analysis related to market conditions, trends, international trade context, key barriers impacting products of a circular economy approach (e.g., financial, regulatory, technological) and an understanding of the use of government policy levers that could be used in promoting remanufacturing and other value-retention processes.</p> <p>The proposal does not demonstrate relevant and recent experience and expertise of the proposed resources.</p> <p>The proposal demonstrates some relevant and recent experience and expertise of the proposed resources, including evidence of at least one (1) of the Technical Leads having experience on at least one (1) project in the last three (3) years related to analyzing circular economy context in regard to international trade, trends and barriers.</p> <p>The proposal sufficiently demonstrates relevant and recent experience and expertise of the proposed resources, including evidence of at least two (2) of the Technical Leads having experience on at least one (1) projects each in the last three (3) years related to analyzing circular economy context in regard to international trade, trends and barriers.</p> <p>The proposal strongly demonstrates relevant and recent experience and expertise of the proposed resources, including evidence of at least two (2) of the Technical Leads having experience on at least two (2) projects each in the last three (3) years related to analyzing circular economy context in regard to international trade, trends and barriers.</p>	<p>(Max. 5)</p> <p>0</p> <p>1</p> <p>3</p> <p>5</p>



<p>c. The Contractor’s three (3) project profiles and samples of substantive work demonstrate their experience with successfully delivering work related to socio-economic and environmental research, as described in the Statement of Work.</p> <p>The Contractor does not demonstrate experience in delivering work similar to that described in the Statement of Work.</p> <p>The Contractor demonstrates limited experience in delivering work similar to that described in the Statement of Work and at least one (1) of the projects is highly relevant and at least one (1) of the work samples demonstrates high quality analysis and presentation.</p> <p>The Contractor demonstrates adequate experience in delivering work similar to that described in the Statement of Work and at least two (2) of the projects are highly relevant and at least two (2) of the work samples demonstrate high quality analysis and presentation.</p> <p>The Contractor demonstrates significant experience in delivering work similar to that described in the Statement of Work and all three (3) of the projects are highly relevant and all three (3) of the work samples demonstrate high quality analysis and presentation.</p>	<p>(Max. 10)</p> <p>0</p> <p>3</p> <p>6</p> <p>10</p>
<p>d. The Project Manager has a demonstrated capacity to effectively manage large teams (more than 5 people) to successfully undertake a significant volume of work under tight deadlines</p> <p>Project Manager has not demonstrated a capacity to manage large teams for undertaking a significant volume of work under tight deadlines.</p> <p>Project Manager has limited experience (1-4 project(s)) and/or there is a limited description of this experience.</p> <p>Project Manager has some experience (5-9 projects) and/or there is a basic description of this experience that demonstrates this capacity.</p> <p>The Project Manager has extensive experience (more than 10 projects) and there is an extensive description of this experience that demonstrates this capacity.</p>	<p>(Max. 5)</p> <p>0</p> <p>1</p> <p>3</p> <p>5</p>
<p>f. The project Team’s overall mix and balance of knowledge, skills and experience to accomplish specific project-related tasks</p> <p>Personnel, roles and team structure as identified make it unclear how all the project objectives will be met.</p> <p>Personnel, roles and team structure as identified provide a clear sense that all</p>	<p>(Max. 10)</p> <p>0</p> <p>5</p>



<p>the project objectives will be met successfully. The team includes members with different background that could offer a good variety of knowledge.</p> <p>Personnel, roles and team structure as identified provide a very clear sense and high degree of confidence that all the project objectives will be met successfully. The team includes members with different background that could offer an excellent variety of knowledge and experience with socio-economic studies and scientific studies. The team includes additional available members that could replace members, if needed.</p>	<p>10</p>
<p>Total maximum Score: 100 points Minimum passing mark: 70 points (70%)</p>	

3. MANDATORY FINANCIAL CRITERION

Bids must meet the mandatory financial criteria specified in the table inserted below.

Bids, which fail to meet the mandatory financial criteria, will be declared non-responsive. Each criterion should be addressed separately.

<p>Mandatory Financial Criteria (MF)</p>		
<p>Number</p>	<p>Mandatory Financial Criterion</p>	<p>Met/Not Met</p>
<p>MF1</p>	<p>The total cost proposed by the bidder must not exceed \$ 250,000.00, excluding taxes.</p>	



PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Status and Availability of Resources

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

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



2.2 Education and Experience

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

PART 6 – INSURANCE AND SECURITY REQUIREMENTS

1. Security Requirements

This contract does not include any security requirements.

2. Insurance - No Specific Requirement

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.

Title: Socio-Economic and Environmental Study of the Canadian Remanufacturing Sector and Other Value-Retention Processes in the Context of a Circular Economy

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."

3. Security Requirement

3.1 There is no security requirement applicable to this Contract.



4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to **July 31st, 2020 inclusive.**

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Moufid Samri

Procurement Specialist
Environment and Climate Change Canada
105 McGill, 5th Floor, Montreal QC H2Y 2E7
Telephone: 514-496-2617
Facsimile: 514-283-4439
Email address: Moufid.samri@canada.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

(It will be inserted at contract award.)

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

The Contractor's Representative for the Contract is:

(It will be inserted at contract award.)

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 \$ _____ (*the amount will be inserted 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.

7.2 Time Verification

C0705C (2010-01-11) Time Verification

8. Invoicing Instructions

8.1 Milestone Payments

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 if:

- (a) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) all work delivered has been accepted 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 Ontario.

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) 2010B General Conditions - Professional Services (Medium Complexity) (2018-06-21) as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Supplier list of names
- (f) Annex D, Former Public Servant – Competitive Bid Form
- (g) the Contractor's bid dated _____, as clarified on _____ or as amended on _____.
(*Will be inserted at contract award.*)



ANNEX A STATEMENT OF WORK

Title: Socio-Economic and Environmental Study of the Canadian Remanufacturing Sector and Other Value-Retention Processes in the Context of a Circular Economy

1. Background

Internationally, value-retention processes (VRPs) are seen as playing an important role in the transition to a circular economy. VRPs are defined in the 2018 International Resource Panel study (IRP 2018) as “activities, typically production-type activities, that enable the completion of and/or potentially extend a product’s service life beyond traditional expected service life. These processes include arranging direct reuse, repair, refurbishment, comprehensive refurbishment, and remanufacturing”. (see reference in Section 3 – Scope of Work)

To a lesser extent, these processes are already integrated in some economies. For example, in the European Union (EU), the remanufacturing industry currently generates an estimated €30 billion (B) annually and employs around 190,000 people across the following sectors: aerospace, automotive, electrical and electronic equipment, furniture, heavy-duty and off-road equipment, machinery, marine, medical equipment and rail. In 2016, the European Commission announced €24B in funding to support circular economy projects and businesses.

The United States (U.S.) has one of the largest remanufacturing industry in the world. Between 2009 and 2011, the value of U.S. remanufactured production grew by 15% to at least \$43 billion, supporting 180 000 full-time U.S. jobs. The remanufacturing-intensive sectors that account for the majority of remanufacturing activity in the U.S. include aerospace, consumer products, electrical equipment, heavy-duty and off-road equipment, information technology products, locomotives, machinery, medical devices, motor vehicle parts, office furniture, restaurant equipment and retreaded tires. U.S. exports of remanufactured goods totaled \$11.7 billion in 2011; almost 40% of these goods went to free trade agreement partners.

2. Objectives

This study will be used to inform policy options and recommendations relating to remanufacturing in order to develop a national remanufacturing strategy in Canada.

While ultimately the objective is to enable the growth of the Canadian remanufacturing sector, there is still a need to assess and better understand the state of Canada’s overall VRPs industry. This baseline information is crucial for the development of a meaningful remanufacturing strategy. However, the scope and size of the VRPs industry in Canada is not well understood and there is little socio-economic information for this industry that is currently available on a national scale. Therefore, the objectives of this study are to:

- define and describe the current state of the remanufacturing sector and other VRPs in Canada;
- provide a quantitative account of the environmental and socio-economic cost and benefits of remanufacturing and other VRPs;
- describe the barriers to further developing the remanufacturing and other VRPs sectors in Canada and potential options to address these challenges;



- provide case studies on remanufacturing in specific industry sectors in Canada, which include a comparison to the situation in the EU, U.S. and Mexico and identify trade barriers that could impact the flow of goods and services;
- identify sectors in Canada that would benefit the most from remanufacturing and those where remanufacturing would not be the best placed approach;
- provide a summary of international best practices in the area of remanufacturing; and
- suggest potential policy instruments and incentives that could be implemented in Canada to further develop the remanufacturing sector.

3. Scope of Work

In order to assist Environment and Climate Change Canada (ECCC) in investigating possible initiatives to undertake and achieve a meaningful strategy on remanufacturing in Canada, the Contractor must carry out all the tasks listed below and provide the results to the Departmental Representative in the form of a report.

All the economic information must be provided in 2019 Canadian dollars. When monetary estimates are not available in Canadian dollars, foreign currency estimates must be converted and presented in Canadian dollars accompanied by an explanation of the exchange rates used.

Use of Canadian data should be prioritized over those from foreign sources (e.g., United States and European Union). When only foreign data is available, the Contractor should extrapolate the data for the Canadian market and support the extrapolation with valid assumptions (e.g., based on gross domestic product (GDP), market share and demand in Canada).

For the purpose of this contract, the following studies and specifications could be consulted as references:

- European Remanufacturing Network (2015). Remanufacturing Market Study, For Horizon 2020. David Parker, Kate Riley, Seigo Robinson, Harry Symington, Jane Tewson (Oakdene Hollins), Kim Jansson (VTT), Shyaam Ramkumar (Circle Economy), David Peck (TU Delft). (www.remanufacturing.eu/assets/pdfs/remanufacturing-market-study.pdf).
- IRP (2018). Re-defining Value – The Manufacturing Revolution. Remanufacturing, Refurbishment, Repair and Direct Reuse in the Circular Economy. Nabil Nasr, Jennifer Russell, Stefan Bringezu, Stefanie Hellweg, Brian Hilton, Cory Kreiss, and Nadia von Gries. A Report of the International Resource Panel. United Nations Environment Programme, Nairobi, Kenya. (<http://www.resourcepanel.org/reports/re-defining-value-manufacturing-revolution>).
- Remanufacturing Industries Council (2016). Specifications for the Process of Remanufacturing, American National Standard Institute, RIC001.1-2016. (<https://remanstandard.us/wp-content/uploads/2017/09/RemanStandard.pdf>)

The Contractor must complete the following tasks and provide their respective deliverables as indicated in section 4 of this Statement of Work: Project Deliverables and Schedule.

Task 1 – Data gathering on the Canadian Remanufacturing and other VRPs sectors



This Task has three main parts. While the scope of this task covers all VRPs, a particular focus should however be placed on remanufacturing. The analysis should use Canadian data whenever available. Where data is not available, the Contractor will use established methodologies and reasonable proxies to develop estimates.

Any differences or particularities between the provinces and territories should be identified in the study.

1.1 Overview of the Remanufacturing and other VRPs sectors

For each VRPs (remanufacturing, comprehensive refurbishment, refurbishment, repair and reuse), provide a description of the current state of the sector (in Canada and in provinces/ territories), including, but not limited to:

- Description of each VRPs and the types of products available for sale, the typical process from materials acquisition to distribution, and final sales numbers;
- Number of companies in Canada, their size and location, type of industry, distribution of sales among companies, and market concentration;
- An estimate of the current and projected markets by VRPs and types of products;
- Revenues generated, import and export volumes, and value;
- An estimate of the supply material available, from domestic and imports;
- Description of the performance of small and medium sized companies as compared to larger companies involved in VRPs in Canada;
- Number of foreign companies involved in VRPs sectors (US, Mexico and EU countries) exporting to Canada, their size and location, type of industry, distribution of sales among companies, and market concentration;
- Description of the current state of national VRPs sectors in other countries, including the industry sector(s) where they are the most prevalent, their current value and projected growth;
- Identify any synergies and/or relationships between Canada and other countries; and
- Description of key variables that could impact future production, markets and competitiveness, including providing forecasts of supply and demand over the next ten years.

1.2 Environmental and socio-economic analysis

A quantitative description of the environmental and socio-economic costs and benefits of remanufacturing and other VRPs, including, but not limited to:

- Costs of actions required by industries (process, technology, infrastructure, etc.) to facilitate the remanufacturing of products and other VRPs;
- Identify benefits of remanufacturing and other VRPs using specific indicators (quantity of waste, air and GHG emissions, energy use, chemicals use, emission generation, water consumption, etc.) and potential unintended consequences, if any;
- Impacts on income, employment and indirect effects on other sectors of the economy;
- Estimate of the current costs associated with collecting, managing and processing waste from the identified sectors in Canada (including recycling and disposal activities) and the distribution of these costs across different areas (e.g., municipalities, producers) and an estimate of how much these costs could be offset by remanufacturing and other VRPs;
- Which industry sectors or categories of products have the best potential to develop or expand remanufacturing when considering the Canadian context; and
- A projection of the potential environmental and socio-economic costs and benefits for increasing remanufacturing and other VRPs in identified industry sectors in Canada, for example, from decreasing waste disposal and leakage to the environment and the energy saving value.



1.3 Barriers and opportunities

There could be a number of barriers that are inhibiting the growth of the remanufacturing and other VRPs sectors, including the difficulty to get supply material, a lack of demand for the material, the disconnect between the price of material and the cost of processing a remanufactured item, the capacity of current infrastructure to collect material, etc.

A description of the barriers and opportunities within the remanufacturing and other VRPs sectors specific to the Canadian situation should include but not be limited to:

- Competitiveness, intellectual property rights, training and transfer of workforce
- Financial, regulatory, technological and other barriers;
- Identification of public and private sector measures (e.g., regulatory, economic, technological, voluntary) that have or could have influenced market functions in support of remanufacturing and other VRPs.
- A description of the current and future availability of products with a potential for remanufacturing and other VRPs and the demand for these products.
- Options for how the government could facilitate access to these resources and educate and support the distribution of remanufactured products;
- Identify how the current system would need to be modified to change current processes or systems to dispose of waste products and shift to a new approach where these products will be considered as resources;
- A description of the behavioral incentives and barriers for consumers to purchase re-processed items (i.e. what encourages and stops them, and recommendations to address these challenges); and
- An overview and assessment of emerging technologies, processes, and other innovations with the potential to significantly reduce waste and facilitate remanufacturing and other VRPs. This should include design innovations, feedstocks and alternatives that can enable remanufacturing of products.

Task 2 – Overview of remanufacturing in Canadian industry sectors

Provide an overview of remanufacturing for a minimum of six (6) industry sectors in Canada, including aerospace, automotive and electronics. These overviews will include a comparison to the current situation in the EU, U.S. and Mexico and identify trade barriers that could impact the flow of goods and services under the North American Free Trade Agreement (NAFTA)/ Canada-United States-Mexico Agreement (CUSMA). Each sector should be analysed based on its potential environmental and socio-economic benefits, current market share, potential growth of the industry, opportunities and barriers (including international trade context, consumer perception/ uptake), etc.

In each overview, market access barriers, production constraints and market barriers for final products should be identified. Current and new approaches to product and system design should be evaluated based on the ability to create value and the ability to protect, preserve and recover value. While the focus should be on remanufacturing, the overview should also identify if other VRPs are used in these industry sectors and explain synergies between them.

Task 3 – Final synthesis report and presentation



The Contractor will prepare a final report that synthesizes the key findings from Tasks 1 and 2 and identifies integrating factors, cross cutting insights and observations. This must at a minimum, include the identification of key resources and reference materials, knowledge and monitoring gaps, and recommendations for future research. The primary audience for this report will be government decision-makers. A technical presentation of the report must be made and provided to ECCC representatives.

The report should include a description and summary of international best practices and potential policy instruments and incentives relating to remanufacturing that are relevant to the Canadian context, including key measures that would facilitate their implementation. As mentioned in the IRP 2018 study, “a top priority for industry decision-makers must be the adoption of a broad systems-perspective into business models and product design, and the prioritization of value-creation, value-preservation, and value-recovery as key objectives within a product-service system”. The report should include options to achieve these objectives in the Canadian context and identify if any provincials or territorials particularities should be considered.

The Contractor must keep a record of discussion on any communications with stakeholders, industry representatives and subject matter experts contacted. These records must include the contact information, the subject of discussion, the questions asked or raised during the discussion, and any feedback received. ECCC may use the records of discussion to judge whether the Contractor has invested sufficient effort to achieve the desired response rate and to help determine the margin of error in the case that these would not be achieved.

The report must be a maximum of 200 pages with an additional 50 pages for annexes. In addition, an executive summary should be provided that is no longer than 15 pages. The final report and the executive summary must be delivered in both official languages by the contractor.

4. Project Deliverables and Schedule

Regular feedback (at least once every two weeks) through emails or phone calls must be maintained between the Contractor and the Departmental Representative.

In addition to the final report, the Contractor will provide the Departmental Representative, upon request, with electronic copies (Microsoft Office Suite 2010) of all notes, text, graphics, surveys, raw data, spreadsheets and records of discussion used for the delivery of this Contract. This material must be stored in a secure manner and destroyed by the Contractor after 5 years.

This contract will be a multi-year contract for fiscal years 2019-2020 and 2020-2021, which will span over a period of thirty-six (36) weeks after the contract award date. All deliverables must be provided as detailed in Table 1 below.

Any verbal or written interactions between the Contractor and stakeholders/ industry representatives/ subject matter experts during the course of this contract must be conducted in the preferred official language of the person contacted. Furthermore, all documents used for the interactions (e.g. surveys, letters, etc.) must be translated and made available in both official languages by the Contractor.



Table 1: Schedule of Deliverables

DELIVERABLE	DEADLINE
Fiscal year 2019-2020	
Initial Meeting	Within 5 working days of contract award
Proposed Methodology and Work Plan	No later than 2 weeks after contract award
Final Methodology and Work Plan	No later than 5 weeks after contract award
Draft Task 1 Report	No later than 15 weeks after contract award
Final Task 1 Report	No later than 20 weeks after contract award
Fiscal year 2020-2021	
Draft Task 2 Report	No later than 25 weeks after contract award
Final Task 2 Report	No later than 30 weeks after contract award
Draft Final Report	No later than 32 weeks after contract award
Final Reports (Full Report, Public Report, and Executive Summary in both official language) and Final Presentation	No later than 36 weeks after contract award

Initial Meeting

An initial meeting will be set up between the Contractor and ECCC Representatives via teleconference or in person. During this meeting, ECCC and the Contractor will discuss and clarify any matter related to the contract. ECCC will approve the details of the contract, including the Contractor’s work schedule. The Contractor will also be provided with any relevant background materials.

Methodology and Work Plan

Based on information discussed during the initial meeting, the Contractor must develop and provide a holistic methodology and work plan that will demonstrate how it intends to fulfill the requirements of the project in the form of a written report. These documents must describe, in detail, the approach to complete the requirements outlined in Tasks 1 and 2, and address comments received during the initial meeting. These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite 2010). ECCC will review this deliverable and provide comments to the Contractor within two (2) weeks after receiving the documents. The Contractor must provide feedback on comments received within one (1) week thereafter. The Departmental Representative will acknowledge acceptance of the deliverable via email.

Task 1 and 2 Reports

The Contractor must develop and provide written reports that contain the information required from Tasks 1 and 2. These deliverables must consider and address comments received during regular progress of the project and comments provided on the methodology and work plan. These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite



2010). ECCC will review and provide comments to the Contractor within two (2) week after receiving these documents. The Contractor must provide feedback on comments received within one (1) week thereafter. The Departmental Representative will acknowledge acceptance of these deliverables via email.

Final Draft Report

The Contractor must develop and provide a written report that contains all the information required from Tasks 1 and 2 as well as addresses all comments provided by the Departmental Representative on all previous deliverables. The draft report must contain all the findings from the study, including Confidential Business Information (CBI), personal information, names of experts consulted, and consultant recommendations and opinions related to the study. It must also include an executive summary. The Contractor must provide the report electronically in Microsoft Word (Microsoft Office Suite 2010) and Adobe Acrobat (PDF). The draft report must address all the requirements identified in section 3. Scope of Work. All information that satisfies the [Access to Information Act](#) and [Privacy Act](#) exemptions (e.g. third party confidentiality-requested information) must be highlighted in yellow in revision mode. ECCC will review and provide comments to the Contractor within two (2) weeks after receiving the document. The Contractor must provide feedback on comments received within one (1) week thereafter. The Departmental Representative will acknowledge acceptance of the deliverable via email.

The draft report that incorporates all comments submitted by ECCC at all stages of the contract must be provided electronically in Microsoft Word (Microsoft Office Suite 2010) and Adobe Acrobat (PDF).

Final Report

The Final Report is the final version of the draft report that incorporates all comments submitted by ECCC at all stages of the contract. This document must be provided electronically in Microsoft Word (Microsoft Office Suite 2010) and Adobe Acrobat (PDF). The full report must include, at maximum, 200 pages with an additional 50 pages for annexes. The final report must also include an executive summary of no longer than 15 pages and be available in both official languages.

Final Public Report

The final public report is a version of the full report that complies with federal legislation and policies, specifically the [Access to Information Act](#), the [Privacy Act](#) (i.e. CBI-free, free of personal information), and the [Canada.ca Content Style Guide](#) (i.e. long descriptions and alternative text for all graphs and figures). This document must be provided electronically in Microsoft Word (Microsoft Office Suite 2010) and Adobe Acrobat (PDF) in both official languages.

Final Presentation

The final presentation is an oral presentation of the key findings and outcomes of the study to ECCC Representatives. The Contractor must provide this presentation using Microsoft PowerPoint (Microsoft Office Suite 2010). The Contractor must submit the PowerPoint presentation to ECCC no later than 3 working days before the presentation date. The Contractor must present to ECCC Representatives in person, via video conference, or Webinar.

5. Acceptance of Deliverables

All discussion papers, reports and correspondence produced by the Contractor will be subject to review by persons designated by the Departmental Representative. All work is to be performed to the satisfaction of the Departmental Representative.

ANNEX B BASIS OF PAYMENT

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

All work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

Deliverables	Tiemframe	Percentage of Payment
Delivery of the FINAL report for Task 1	no later than 20 weeks after contract award	(60% value of total contract)
Delivery of the FINAL report for Task 2	no later than 30 weeks after contract award	(20% value of total contract)
FINAL delivery of reports and presentation of Task 3	no later than 36 weeks after contract award	(20% value of total contract)



**ANNEX C
SUPPLIER LIST OF NAMES**

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

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

*** Mandatory Information / Informations obligatoires**

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



¹ **List of names:** All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

² Board of Governors /Conseil des gouverneurs; Board of Managers /Conseil de direction; Board of Regents /Conseil de régents; Board of Trustees / Conseil de fiducie; Board of Visitors /Comité de réception

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

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



ANNEX D FORMER PUBLIC SERVANT – COMPETITIVE BID FORM

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.



By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000 including Applicable Taxes.

Name and Signature

Date