



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada  
Canada Place/Place du Canada  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3  
Bid Fax: (780) 497-3510

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

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

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada  
Canada Place/Place du Canada  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

<b>Title - Sujet</b> Quality Assurance Services	
<b>Solicitation No. - N° de l'invitation</b> 01R11-200232/A	<b>Date</b> 2019-10-17
<b>Client Reference No. - N° de référence du client</b> 01R11-200232	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-607-11707	
<b>File No. - N° de dossier</b> EDM-9-42106 (607)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-11-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Jenkinson, Lorraine	<b>Buyer Id - Id de l'acheteur</b> edm607
<b>Telephone No. - N° de téléphone</b> (587) 337-2458 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF AGRICULTURE AND AGRI-FOOD STRATEGIC POLICY BRANCH,CROP&SUPPLY FLOOR 5, ROOM 500, 303 MAIN STREET WINNIPEG Manitoba R3C3G7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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01R11-200232

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-9-42106

Buyer ID - Id de l'acheteur  
EDM607  
CCC No./N° CCC - FMS No./N° VME

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**TITLE: STUDY OF CANADA'S GRAIN QUALITY ASSURANCE SYSTEM IN AN INTERNATIONAL  
CONTEXT**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments and any other annexes.

### **1.2 Summary**

- 1.2.1 Agriculture and Agri-Food Canada (AAFC) is leading a review of the Canada Grain Act (CGA) and the operations of the Canadian Grain Commission (CGC). The purpose of the review is to identify potential enhancements to legislative and regulatory structures necessary to meet the current and future needs of Canada's grain sector.

The purpose of this study is to examine the quality assurance needs that international buyers consider when buying Canadian grain, and how Canada's grain quality assurance system compares to that of other major grain exporting countries.

It is anticipated the contract will be effective from date of award to 2020-03-31.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)."
- 1.2.4 The requirement is limited to Canadian services.
- 1.2.5 This bid solicitation allows bidders to use the ePost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003 \(2019-03-04\)](#), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:  
Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

<b>Bid Receiving Unit (BRU):</b>	<b>Western Region</b>
<b>Physical delivery address:</b>	Bid Receiving Public Works and Government Services Canada Canada Place, Suite 1000 9700 Jasper Avenue Edmonton AB, T5J 4C3
<b>epost Connect service email address:</b>	<a href="mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca">ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca</a>
<i>(Bids/Offers will be not be accepted if emailed directly to this email address. This email address is to be used to open an ePost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an ePost Connect message if the bidder is using its own licensing agreement for ePost Connect.)</i>	
<b>Bid facsimile number:</b>	(780) 497-3510

### 2.3 Former Public Servant

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

#### 2.3.1 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.

### 2.3.3 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 FPSs 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.

### 2.3.3 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.

## 2.4 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.

## 2.5 Applicable Laws

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

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.

## 2.6 Improvement of Requirement During Solicitation Period

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

## 2.7 Basis for Canada's Ownership of Intellectual Property

The Department of Agriculture and Agri-Food Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination; the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

# PART 3 - BID PREPARATION INSTRUCTIONS

## 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:
  - Section I: Technical Bid (1 hard copy or 1 fax copy)
  - Section II: Financial Bid (1 hard copy or 1 fax copy)
  - Section III: Certifications (1 hard copy or 1 fax copy)
  - Section IV: Additional Information (1 hard copy or 1 fax copy)

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.
- 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 hard copy 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.

### 3.1.1 Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. Bidders should describe their capability and experience, the project management team and provide client contact(s).

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.

### 3.1.2 Section II: Financial Bid

**3.1.2.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

#### 3.1.2.2 Electronic Payment of Invoices – Bid

*The Bidder must complete Annex "D" - Electronic Payment Instruments to identify which electronic payment instruments they are willing to accept.*

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" - Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 3.1.3 Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.



### 3.1.4 Section IV: Additional Information

#### 3.1.4.1 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

3.1.4.1.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name:	
Unit / Suite / Apartment Number:	
City, Province, Territory / State:	
Postal Code / Zip Code:	
Country:	

3.1.4.1.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 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.

#### 4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "E".

#### 4.1.2 Financial Evaluation

4.1.2.1 Financial evaluation as per Annex "E", Evaluation Criteria.

4.1.2.2 *SACC Manual* Clause [A0220T \(2014-06-26\)](#), Evaluation of Price-Bid

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

4.2.1.1 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 points specified for each criterion for the technical evaluation, and
- d. obtain the required minimum of 45 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 66 points.

4.2.1.2 Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.

4.2.1.3 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.

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- 4.2.1.4 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%.
- 4.2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 4.2.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.2.1.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Canadian Content Certification

5.2.3.1.1 *SACC Manual* clause [A3050T \(2018-12-06\)](#), Canadian Content Definition

#### 5.2.3.1.2 Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the [Supply Manual](#).

#### 5.2.3.2 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.

### 5.2.3.3 Education and Experience

5.2.3.3.1 *SACC Manual* clause [A3010T \(2010-08-16\)](#), Education and Experience

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

6.1.1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

## 7.2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

## 7.3 Security Requirements

**7.3.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No EP635-200700**

- 7.3.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
- 7.3.1.2 The Contractor/Offeror personnel requiring access to **PROTECTED B** information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/**PWGSC**.
- 7.3.1.3 The Contractor/Offeror MUST NOT remove any **PROTECTED B** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- 7.3.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/**PWGSC**.
- 7.3.1.5 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).

## 7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

**7.3.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name:	
Unit / Suite / Apartment Number:	
City, Province, Territory / State:	
Postal Code / Zip Code:	
Country:	

**7.3.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is **from date of Contract to 2020-03-31** inclusive.

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## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lorraine Jenkinson  
Procurement Specialist  
Procurement Branch, Western Region  
Public Services and Procurement Canada  
Canada Place, Suite 1000,  
9700 Jasper Avenue  
Edmonton AB, T5J 4C3

Telephone: 587-337-2458

Facsimile: 780-497-3510

Email: [lorraine.jenkinson@pwgsc-tpsgc.gc.ca](mailto:lorraine.jenkinson@pwgsc-tpsgc.gc.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.

### 7.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 7.5.3 Procurement Authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has

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no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

#### 7.5.4 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### 7.6 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.

#### 7.7 Payment

##### 7.7.1 Basis of Payment: Cost reimbursable – Ceiling price

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, plus a profit in accordance with the Basis of payment at Annex "B", to a ceiling price of \$\_\_\_\_\_ (*insert amount at contract award*). Customs duties are included and Applicable Taxes are extra.

##### 7.7.2 Limitation of price

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.

##### 7.7.3 Monthly Payment

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

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

##### 7.7.4 SACC Manual Clauses

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

C0710C (2007-11-30), Time and Contract Price Verification

C0711C (2008-05-12), Time Verification

C0102C (2010-01-11), Discretionary Audit - Canadian Universities and College (*universities & colleges only*)

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### 7.7.5 Electronic Payment of Invoices – Contract

*Contracting officers must reproduce below, the information from Annex "D" - Electronic Payment Instruments, in which were identified electronic payment instruments accepted by the Contractor and renumber accordingly.*

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 7.8 Invoicing Instructions

7.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- c. a copy of the monthly progress report.

7.8.2 Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 7.9 Certifications and Additional Information

#### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### 7.9.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).



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### 7.11 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) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*), as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)* ).

### 7.12 SACC Manual clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

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## ANNEX "A" - STATEMENT OF WORK

### 1. **TITLE:**

Study of Canada's Grain Quality Assurance System in an International Context

### 2. **BACKGROUND:**

Agriculture and Agri-Food Canada (AAFC) is leading a review of the *Canada Grain Act* (CGA) and the operations of the Canadian Grain Commission (CGC). The purpose of the review is to identify potential enhancements to legislative and regulatory structures necessary to meet the current and future needs of Canada's grain sector.

An effective grain quality assurance system plays a role in providing product uniformity, predictability, and information that enables producers and exporters to realize maximum value from Canadian grain, and to market grain successfully in competitive international markets. Canada's grain quality assurance system is legislated by the CGA and the *Canada Grain Regulations*. Within this framework, the CGC is responsible for carrying out a number of functions, including the establishment of grain grades and standards, and implementing a system of grading, inspection, and weighing to reflect adequately the quality of the grain in question, and meet the need for efficient marketing.

Calls for modernizing Canada's regulatory framework for grain were emphasized in the Agri-Food Economic Strategy Table Report (released in September 2018), and through submissions as part of the Regulatory Review led by the Treasury Board Secretariat. Some exporters of Canadian grain have noted that when international buyers transact for grain, they often request various quality-related specifications, analysis and inspection, some of which are carried out by third parties.

The purpose of this study is to examine the quality assurance needs that international buyers consider when buying Canadian grain, and how Canada's grain quality assurance system compares to that of other major grain exporting countries.

### 3. **OBJECTIVE:**

AAFC requires the services of a Contractor to conduct an examination of the components of Canada's grain quality assurance system in the context of the international marketplace in which Canadian grain is sold. There are two primary objectives of this study:

- 3.1 Provide an assessment of the quality assurance demands of international buyers of Canadian grain; and
- 3.2 Provide a comparison of the quality assurance systems in place in a selection of other major grain exporting countries.

This study is part of a broad review of the CGA, and of the operations of the CGC. As noted in the Government of Canada's Budget 2019 (found at <https://www.budget.gc.ca/2019/home-accueil-en.html>), a broad-based review of the CGA, and of the operations of the CGC, will be undertaken to address a number of issues raised by the Canadian grain industry. Among the issues that have been raised is the suggestion that there is a duplication of inspections on exported grain between mandatory inspections, conducted by the CGC, and additional inspections commonly requested by grain buyers, which utilize third party services. The terms "third party" and "third parties" used here, and in the "Scope of Work" section below, refers to any entity other than the CGC.

This contracted study is one source of input for AAFC's review of the *Canada Grain Act*. The contracted study is focused on Canada's international buyers and competitors in the world market for grain; its scope does not represent the entirety of AAFC's areas of focus in the *Canada Grain Act* review.

#### **4. SCOPE OF WORK:**

The Contractor will be required to produce a Final Report consisting of two areas of study:

- Study Area #1: A review of the demands of international buyers of Canadian grain and the elements of quality assurance required to support international trade of Canadian grain; and,
- Study Area #2: A comparison of quality assurance systems in place in major grain exporting countries.

##### **Study Area #1:**

Study Area #1 shall review and summarize the quality factors, analysis, and documentation that buyers demand when establishing the terms of trade for Canadian grain. It should include the following elements:

- A description of how grain buyers compare the qualities of grain from different countries with different classification schemes and grading criteria;
- A description of what buyers of Canadian grain request in terms of quality assurance information provided by inspections and other types of services, including those performed by third parties. This could include a description of the methods and tests buyers use to satisfy themselves that the grain will meet their needs. This portion of the study would include a description of what, if any, type of quality assurance information that buyers request from third parties, and how this information compares to the information available from the result of CGC official inspection and weighing of grain;
- An assessment of the quantities of Canadian grain that are bought on the basis of:
  - i. official grades and classes, i.e. those that are established by the CGC under the authority of the CGA and the *Canada Grain Regulations*;
  - ii. the buyer's specifications only; and,
  - iii. a combination of the official grade and class of grain and supplementary specifications.

Study Area #1 should include an assessment of grain quality assurance demands for at least six types of Canadian grain regulated under subsection 5(1) of the *Canada Grain Regulations*. These six types should include non-durum wheat, canola, soybeans, peas, and at least two other crops listed at the following link: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3210000801>. The assessment should be drawn from a selection of buyers of Canadian grain in a selection of third countries that can comprise a representative sample of third country markets for Canadian grain. Evidence sources must include buyers in six of the top ten importers of Canadian grain in 2017-18, as defined in Table 3 of the spreadsheet found at <https://www.grainscanada.gc.ca/en/grain-research/statistics/canadian-grain-exports-annual/>.

##### **Study Area #2:**

Study Area #2 shall be comprised of a comparison of quality assurance systems in place in other major grain exporting countries. Study Area #2 shall include a comparison of grain quality assurance systems in the following countries: United States, France, Russia and/or Ukraine (grain exports through Black Sea ports), Australia, and Brazil. Study Area #2 should address:

- The organisations and processes involved in establishing grade standards and facilitating uniformity in grading procedures, including whether the country maintains official grades and standards;
- Whether mandatory inspection to attest to the grade is required, and if so, the form of mandatory inspection (service provider, documentation, etc.);
- The governance and financial structure of the main organization(s) involved in the country's grain quality assurance system. This would include a description of any applicable legislative authorities, and the source of the quality assurance system's revenues used to finance its

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operations (for example, regulated user fees, government appropriations, voluntary membership fees, etc.).

For both Study Area #1 and Study Area #2, the Contractor will be expected to acquire information from and/or about different supply chain participants, including: Canadian grain exporters, international grain buyers, grain quality assurance service providers, and government entities involved in grain quality assurance. This may include in-person meetings, telephone interviews, and survey questionnaires. The Contractor may also acquire information from other grain supply chain participants, such as Canadian producer groups, as it deems necessary for the completion of the study. The Project Authority will provide contact information for such groups where possible, but will generally rely upon the Contractor's expertise to identify appropriate sources of information.

The Project Authority will provide initial and ongoing guidance to the Contractor about the scope of analysis to be produced. After the completion of the Draft Report, the Project Authority will hold a conference call with the Contractor to communicate expectations for the Final Report based on the material received to date. The Contractor will be required to incorporate this feedback into the Final Report.

## **5. DELIVERABLES AND SCHEDULE:**

The Contractor shall deliver two reports - a Draft Report and a Final Report - and a presentation of its results to senior government officials.

Payment will occur upon completion to the satisfaction of the Project Authority of the reports and presentation to senior government officials.

All reports, to be completed in English, will be submitted to the Project Authority by email. Communication between the Project Authority and the Contractor will be conducted by email and conference call, as appropriate.

### **Report Timeline**

The Contractor will be required to submit reports in Microsoft Word to the Project Authority on the following schedule:

- Draft Report: due **three months** after the day the contract is awarded.
- Presentation of results to senior government officials: due **one month** after the day the Draft Report is submitted to the Project Authority.
- Draft Final Report: due **fifteen days** after the presentation of results to senior government officials.
- Revised Final Report: due **fifteen days** after the conference call communicating required edits to the Final Report

Within ten days after receipt of the Draft Report, the Project Authority will organize a conference call with the Contractor to communicate expectations for the Final Report. Within one month after receipt of the draft Final Report, the Project Authority will organize a conference call with the Contractor to communicate any required edits to be included in the revised Final Report.

## **6. LANGUAGE OF WORK:**

All materials submitted to the Project Authority, including the Final Report, must be prepared in English.

## **7. RESOURCES AND LEVEL OF EFFORT:**

The resources required to complete the study are at discretion of the Contractor, however all those completing portions of the work will be required to have the appropriate security clearance.

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## **8 LOCATION OF WORK AND TRAVEL:**

The Contractor will complete the work at the Contractor's premises. Travel may be required to acquire necessary information, but the Contractor is expected to utilize other means of communication, including conference or video calls, and email, where possible, to engage with necessary sources of information.

## **9. SECURITY REQUIREMENTS:**

Any and all resources directed to work on this project must fully meet the security requirements identified in the Contract. The Contractor may come into contact with, or possession of, certain private information up to the level of Protected B. The Contractor is expected to handle such information in accordance with Government of Canada guidelines for such information, and is expected not to divulge such information to anyone, nor use the information in any way other than in the preparation of general analysis within the Reports.

## **10 INTELLECTUAL PROPERTY (IP) OWNERSHIP**

The Draft Report, Final Report, and any other documents created in the course of this contract will become the intellectual property of Canada. Canada will retain sole discretion as to the scope and timing of any public release of these documents.

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### ANNEX "B" - BASIS OF PAYMENT

Payment will be made for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

**(Note: line items listed below are considered "as applicable")**

1. Labour at firm (daily/hourly) rates. One day consists of 7.5 hours exclusive of meal breaks. The rates will be prorated for any period of more or less than one day.

Time worked which is more or less than a day shall be prorated to reflect actual time worked in accordance with the following formula:

$$\text{Days Worked} = (\text{Hours worked} / 7.5) \times \text{Per Diem Rate}$$

a) Study Lead: name \_\_\_\_\_ (est) \_\_\_\_ days @ \$---./day (est.) \$ \_\_\_\_\_

b) Research: name \_\_\_\_\_ (est) ---- days @ \$---./day (est.) \$ \_\_\_\_\_

Total Estimated Labour: \$ \_\_\_\_\_

2. Material and supplies at actual cost without mark-up, including (list items).

(est.) \$ \_\_\_\_\_

3. Purchased equipment at actual cost without mark-up, including (list items).

(est.) \$ \_\_\_\_\_

4. Subcontracting at actual cost incurred without mark-up, (subcontractor name)

(est.) \$ \_\_\_\_\_

5. Travel and Living: the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

(est.) \$ \_\_\_\_\_

**OR**

5. Authorized travel and living expenses in accordance with the University's Standard Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel.

**(Applicable to Universities only)**

(est.) \$ \_\_\_\_\_

6. Other direct charges at actual cost incurred without mark-up, including (list any other costs which may be applicable, giving an

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estimated cost for each e.g. computing costs, long distance  
telephone/facsimile charges, reproduction, shipping).

(est.) \$ \_\_\_\_\_

7. Computing charges at standard university rates.  
(Applicable to Universities only)

(est.) \$ \_\_\_\_\_

8. Standard University Overhead as follows:  
(Applicable to Universities only)

- a) at a maximum 65% of on-campus labour (item 1)  
b) at a maximum 30% of off-campus labour (item 1)  
c) at a maximum 2% of travel expenses (item 6)

(est.) \$ \_\_\_\_\_

(est.) \$ \_\_\_\_\_

(est.) \$ \_\_\_\_\_

Total Estimated Overhead: \$ \_\_\_\_\_

9. Profit at a firm \_\_\_% of items -, -, -, above (\$\_\_\_\_), not to exceed

(max.) \$ \_\_\_\_\_

**Total Estimated Cost to a Ceiling Price: \$ \_\_\_\_\_**

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the estimated cost does not exceed the aforementioned Ceiling Price.

APPLICABLE TAXES: The applicable taxes are not included in the amounts above. The applicable taxes are to be shown as a completely separate item on each invoice.

F.O.B. Point: Agriculture and Agri-Food Canada, Winnipeg, MB

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01R11-200232/A  
Client Ref. No. - N° de réf. du client  
01R11-200232

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-9-42106

Buyer ID - Id de l'acheteur  
EDM607  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST**





Government  
of Canada

Gouvernement  
du Canada

SRCL 352-072019

Contract Number / Numéro du contrat

DIRIL-20-0230

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 Agriculture and Agri-Food Canada		2. Branch or Directorate / Direction générale ou Direction Strategic Policy 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 Study on Canada's grain quality assurance system in an international context.		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 checked="" type="checkbox"/>	Foreign / Étranger <input checked="" 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"/>	No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	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 checked="" 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

01R11-20-0232

Security Classification / Classification de sécurité

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non 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 ☒ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☒ Yes  
Non 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 ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

01R11-20-0332

Security Classification / Classification de sécurité

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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EDM-9-42106

Buyer ID - Id de l'acheteur  
EDM607  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX "D" - ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

## ANNEX "E" - EVALUATION CRITERIA

### A. EVALUATION:

#### A.1 Mandatory Technical Criteria:

The Bidder must demonstrate they meet the following mandatory technical criteria. Failure to meet any of the following mandatory technical criteria at bid closing will render the bid non-responsive and it will be given no further consideration.

Curriculum vitae must be included to demonstrate compliance to the mandatory technical criteria.

If the supporting documentation is not provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

#### A.2 Point Rated Technical Criteria:

- a) Bids must achieve the minimum score identified in each category subject to point rating. Bids that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.
- b) Bids must achieve a minimum of 45 out of 66 points overall to be considered responsive. Bids which fail to obtain the required minimum number of points specified will be declared non-responsive and will be given no further consideration.

A.1	MANDATORY TECHNICAL CRITERIA	Met / Not Met	Page #(s) in bid	Comments
M.1	<b>Team Composition and Experience</b> The proposal must identify all project team members and provide curriculum vitae (CV) highlighting education and work-related experience in the last five years.			



A.2	POINT RATED TECHNICAL CRITERIA	Points	Scoring Method	Score	Page#(s) in bid	Comments
R.1	<p><b>Relevant Work Experience</b></p> <p>The proposal will be evaluated based on examples of previous work. These examples should demonstrate that the project team has the capability, qualifications and experience in the following areas:</p> <ul style="list-style-type: none"> <li>a) Organising and conducting interviews (or questionnaires) to capture reliable first hand information (maximum of 5 points)</li> <li>b) Establishing co-operative relationships with the people that have the knowledge and insight of operational issues within a supply chain (maximum of 5 points)</li> <li>c) Analyzing and reporting on grain quality assurance systems or grain marketing (maximum of 5 points)</li> <li>d) Analyzing data and preparing analytical reports (maximum of 5 points)</li> </ul> <p><b><u>Descriptions must identify the project name, timeline, the type of client (industry, government, not-for-profit, etc.), project lead and relevant team members, reporting relationships and tasks completed.</u></b></p>	<p>Max points 20 Min. points 14 (70%)</p>	<p>5 - Excellent – Strongly demonstrated experience in multiple projects 4 - Very Good – Clearly demonstrated experience in 1 or more project 3 - Good –Demonstrated experience in 1 project 2 - Moderate –Demonstrated some experience in 1 project 1 - Weak – Weakly demonstrated experience 0 - Poor –No experience demonstrated</p>			

A.2	POINT RATED TECHNICAL CRITERIA	Points	Scoring Method	Score	Page#(s) in bid	Comments
R.2	<p><b>Familiarity with the Sector</b></p> <p>The proposal should demonstrate that the bidder has specific knowledge of the following topics and highlight the bidder's understanding of their relevance to the project:</p> <ul style="list-style-type: none"> <li>a) Grain quality parameters and methods of testing for or evaluating specific quality factors (maximum of 5 points)</li> <li>b) Knowledge and familiarity with international buyers of Canadian grain (maximum of 5 points)</li> <li>c) Knowledge and familiarity with the role of national grain quality assurance agencies (maximum of 5 points)</li> <li>d) Knowledge and familiarity with grain exports and grain quality assurance systems in a range of countries and regions (maximum of 5 points).</li> </ul>	<p>Max points 20 Min. points 14 (70%)</p>	<p>5 - Excellent – Meets requirement with numerous strengths in key areas 4 - Very Good – Meets requirement with some strengths in key areas 3 - Good – Meets most requirement with some strengths in key areas 2 - Moderate – meets some of the requirement with some strengths 1 - Weak – meets little of the requirement with some clear strengths 0 - Poor – meets little to none of the requirement with few or no clear strengths</p>			

A.2	POINT RATED TECHNICAL CRITERIA	Points	Scoring Method	Score	Page#(s) in bid	Comments
R.3	<b>Proposed Methodology and Detailed Work plan</b> a) The proposal should provide a detailed description of how the project would be undertaken, including the specific steps proposed to achieve the project objectives. (maximum of 5 points) b) The work plan should identify important milestones and the target dates for reaching those milestones. It should also identify the team member(s) that will be responsible for completing each specific step. (maximum of 5 points) c) The proposal must demonstrate how the project team will identify and access the people and information required to complete each phase of the project (maximum of 5 points) d) The proposal should identify any potential challenges and/or constraints in carrying out the Statement of Work activities, and propose recommended solutions. (maximum of 5 points) <b><u>**Conducting online surveys as part of this project is not allowed under this contract.</u></b>	Max points 20 Min. points 14 (70%)	5 - Excellent – Meets requirement with numerous strengths in key areas 4 - Very Good – Meets requirement with some strengths in key areas 3 - Good – Meets most requirement with some strengths in key areas 2 - Moderate – meets some of the requirement with some strengths 1 - Weak – meets little of the requirement with some clear strengths 0 - Poor – meets little to none of the requirement with few or no clear strengths			
R.4	<b>Document Quality</b> Document quality will be assessed according to the following criteria as it is considered to be an indication of the quality of the final report: a) Editorial quality (e.g. spelling, grammar) (maximum of 2 points) b) Organization (maximum of 2 points) c) Clarity and conciseness (e.g. proposal should be maximum of 30 pages, plus appendices) (maximum of 2 points)	Max points 6 Min. points 3 (50%)	2 – Fully meets/exceeds requirement 1 – Partially meets requirement 0 – Does not meet requirement			



	Maximum points available	66.0	
	Minimum points acceptable	45.0	
	TOTAL POINTS AWARDED		

**B. CALCULATION OF BID EVALUATION TOTAL COST:**

The Financial bid must be submitted in accordance with the proposed Basis of Payment, Annex "B".  
The elements of Annex "B" will be added together to determine the Total Estimated Cost to a Ceiling Price.

**C. MERIT/COST CALCULATION**

<b>MERIT:</b> Bidder's Overall Total Point Score / Total Points Available X 70	
<b>COST :</b> Lowest Bid Evaluation Total Cost / Bidder's Evaluated Total Cost X 30	
<b>COMBINED RATING OF TECHNICAL MERIT AND PRICE</b>	