



Return Bids to :

Natural Resources Canada
Bid Receiving Unit - Mailroom
Loading Dock
588 Booth Street
Ottawa, Ontario K1A 0Y7
Attention: Andrea Berthelet

Retourner Les Soumissions à :

Ressources Naturelles Canada
Unité de réception des soumissions -
Salle du courrier
Quai de chargement
588 rue Booth,
Ottawa, Ontario K1A 0Y7
Attention: Andrea Berthelet

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

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

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

Comments – Commentaires

Issuing Office – Bureau de distribution

Finance and Procurement Management
Branch
Natural Resources Canada
580 Booth Street Ottawa, ON
K1A 0E4

Title – Sujet Study into the Potential for Corporate Sourcing of Renewables in Canada	
Solicitation No. – No de l'invitation NRCan-5000048585	Date October 29, 2019
Requisition Reference No. - N° de la demande 155468	
Solicitation Closes – L'invitation prend fin at – à 02:00 PM (EST) on – December 9, 2019	
Address Enquiries to: - Adresse toutes questions à: andrea.berthelet@canada.ca	
Telephone No. – No de telephone 343-543-7092	Fax No. – No. de Fax
Destination – of Goods and Services: Destination – des biens et services: Natural Resources Canada 580 Booth Street Ottawa, ON K1A 0E4	
Security – Sécurité There is no security requirement associated with this requirement.	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No.:- No. de téléphone: Facsimile No.:- No. de télécopieur:	
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)	
Signature	Date



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

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



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: includes the certifications to be provided;
- Part 6 Security 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.

Annex A - Statement of Work

Annex B - Basis of Payment,

Appendix 1 - Evaluation Criteria

Appendix 2 - Financial Proposal Form.

1.2 Summary

By means of the RFP, Natural Resources Canada's (NRCan) Energy Sector, Renewable and Electrical Energy Division is seeking proposals from bidders for....

1.2.1 The purpose of this requirement is to undertake research and a study to identify 1) the dimensions of the current corporate market for renewable energy production and procurement in Canada, and 2) opportunities for the corporate sector in Canada to either purchase an increased amount of clean, renewable power or become the producer of clean power, or both.

1.2.2 There is no security requirement associated with this requirement.

1.2.3 The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), Canada 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 (CPAAFT, Canada-Korea Free Trade agreement (CKFTA).



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.



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 with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8: Delete** entirely
- **Under Subsection 2 of Section 20:** Not applicable

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

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

Natural Resources Canada
Bid Receiving Unit - Mailroom
Loading Dock
588 Booth Street
Ottawa, Ontario K1A 0Y7
Attention: Andrea Berthelet

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

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



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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 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.

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.6 Basis for Canada's Ownership of Intellectual Property

Natural Resources 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:

- (6.4.1) 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

3.1 Bid Preparation Instructions

NRCan will accept your bids in one of the following formats:

ELECTRONIC COPY (Preferred Method):

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

Section I: Technical Bid – 1 soft copy on CD, DVD or USB

Section II: Financial Bid - 1 soft copy on CD, DVD or USB

Section III: Certifications – 1 soft copy on CD, DVD or USB

Or

HARD COPY:

Section I: Technical Bid – 4 hard copies

Section II: Financial Bid - 1 hard copy

Section III: Certifications – 1 hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Due to the nature of the RFSO, offers transmitted by email and by facsimile will not be accepted.



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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix -2. The total amount of Applicable Taxes must be shown separately.

Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.



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 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 Appendix 1 – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **60** points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of **100** points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **70%** for the technical merit and **30%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **70%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **30%**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
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 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).



Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		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	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
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. 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 Declaration of Convicted Offences

In accordance with 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 with its bid the required documentation, as applicable, 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 – List of Names

In accordance with 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 with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

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

Name of Bidder: _____

OR



Name of each member of the joint venture:

Member 1: _____
Member 2: _____
Member 3: _____
Member 4: _____

Identification of the administrators/owners:

SURNAME	NAME	TITLE

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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

5.2.3 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.



5.2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.2.5 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" 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 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](#).

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.

Professional fees	Amount
_____	_____
_____	_____

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.

5.2.6 Aboriginal Designation

Who is eligible?

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

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



OR

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

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

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

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above.



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

There is no security requirement associated with this requirement.



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) (<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

[2010B](#) (2018-06-21), General Conditions – Professional Services - Medium Complexity, apply to and form part of the Contract.

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

7.2.2 Supplemental General Conditions

The following clauses apply to this contract:

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information

7.3 Dispute Resolution

Mediation

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

Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator. The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.



Meaning of "Dispute"

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

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.4 Security Requirements

7.4.1 There is no security requirement applicable to this Contract.

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (*to be completed at contract award*)

7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Andrea Berthelet**
Title: Procurement Officer
Organization: Natural Resources Canada
Address: 580 Booth Street. Ottawa, ON K1A 0E4
Telephone: 343-543-7092
E-mail address: andrea.berthelet@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.

7.6.2 Project Authority (*to be provided at contract award*)

The Project Authority for the Contract is:

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



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

7.6.3 Contractor's Representative (to be provided at contract award)

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

7.7 Proactive Disclosure of Contracts with Former Public Servants

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

7.8 Payment

7.8.1 Basis of Payment – Firm Price, Firm Unit Price(\$) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ _____. Customs duties are included and Applicable Taxes are extra.

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

7.8.2 Method of Payment - Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in 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 work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.



7.9 Invoicing Instructions

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

<p><u>E-mail:</u> nrcan.invoiceimaging-servicedimageriedesfactures.nrcan@canada.ca Note: Attach "PDF" file. No other formats will be accepted</p>
OR
<p><u>Fax:</u> Local NCR region: 613-947-0987 Toll-free: 1-877-947-0987 Note: Use highest quality settings available.</p>

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

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: _____

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

7.10 Certifications

7.10.1 Compliance

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

7.11 Applicable Laws

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

7.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions [2010B](#) (2018-06-21), General Conditions – Professional Services - Medium Complexity;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____.



7.13 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

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

OR

SACC Manual clause A2001C (2006-06-16)_____ (*insert date*) Foreign Nationals (Foreign Contractor)

7.14 Insurance

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

7.15 Contract Administration

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



ANNEX A- STATEMENT OF WORK

SW.1: Title

Study into the Potential for Corporate Sourcing of Renewables in Canada

SW.2: Objective

The purpose of this contract is to undertake research and a study to identify 1) the dimensions of the current corporate market for renewable energy production and procurement in Canada, and 2) opportunities for the corporate sector in Canada to either purchase an increased amount of clean, renewable power or become the producer of clean power, or both.

SW3: Background

The mandate of Natural Resources Canada is to improve the quality of life of Canadians by ensuring that our natural resources are developed sustainably, providing a source of jobs, prosperity and opportunity, while preserving our environment and respecting our communities and Indigenous peoples.

Natural Resources Canada is interested in furthering Canada's uptake of renewable energy. There is a desire to determine how to encourage the use and/or production of renewable energy by industrial, commercial and institutional entities, henceforth called corporations, within Canada. We refer to this as corporate sourcing of renewables. Natural Resources Canada is also interested in understanding the dynamics of the domestic corporate market for renewables and if there is a role for the federal government to promote the corporate sourcing of renewables in Canada. Finally, Natural Resources Canada would like to understand how to leverage Canada's position as a global leader in the production of clean electricity to create and promote a "clean power brand" for Canada.

Corporate sourcing of renewables is already underway in many jurisdictions, namely the U.S. and the E.U.; however, Canada does not yet have such policy and market supports for this. A variety of policy and financial tools can be used to encourage the use of renewable energy by both residential and corporate entities; the most common of these are Power Purchase Agreements (PPAs), Virtual Power Purchase Agreements (VPPAs), and Energy Attribute Credits (EACs).

To determine the role for government support of corporate sourcing of renewables in Canada, this requirement shall start by surveying the domestic market to identify which corporations, if any, are already procuring and/or producing their own renewable energy. The second phase of this study will provide suggestions as to how to support the adoption of renewable energy by a greater number of corporations in Canada. Mechanisms for this support would ideally be accessible and enticing to corporations of all sizes.

Natural Resources Canada is interested in understanding how corporations can be encouraged to establish themselves in Canada, and whether the current clean power brand of the Canadian electricity sector is an incentive in itself. Branding initiatives – such as the RE 100 Initiative, where more than 190 companies have made a public commitment to 100% renewables – can provide a structure for corporations to display their commitment to renewable energy. A plan on how to develop and widely adopt a "made in Canada" clean energy brand should be created. This plan shall provide lessons learned and best practices from other international (country or regional level) case studies.



As part of the work, the Contractor must identify and explain different policies, incentives, and branding that the Government may implement to encourage the adoption of renewable energy by Canadian corporations.

In order to address this requirement, the Contractor shall 1) conduct a corporate market survey to assess the dimensions of the current Canadian market and; 2) conduct a study, presented in the form of a written report, related data files, and PowerPoint presentations; as determined appropriate between the Project Authority and the Contractor. The project shall consist of four essential tasks, as detailed in the report outline below.

SW.4: Report outline

SW.4.1: Part I – Is there a market for corporate sourcing of renewables in Canada?

This section shall provide a detailed overview of the current use and/or production of renewable energy by industrial, commercial and institutional entities, henceforth called corporations, within Canada. This section shall use a market survey to explore and identify the different types of market players currently active in Canada. In particular, this section shall identify at least four main types of market players in Canada:

- Corporations who are already producing and/or procuring their own renewable energy;
- Corporations who are well positioned (when considering existing or upcoming policy, market, regulatory and technology opportunities) to start procuring and/or producing their own renewable energy, including those who, under certain favourable conditions, could quickly procure and/or produce their own renewable energy;
- Corporations who have formally committed to using more renewable energy (through platforms such as RE 100), but who have yet to take action, and
- Corporations who are not well positioned (when considering existing policy, market, regulatory and technical challenges) to increase their procurement and/or production of renewable energy.

This section shall identify the size of the current market for corporate sourcing of renewables and short-term projected growth. This information shall provide context for the potential size of the market in Canada, and will be used to frame the recommendations provided in Part IV of this report. It is estimated that this section shall take approximately 25% of the contract.

SW.4.2: Part II – What are the opportunities for corporate sourcing of renewables in Canada?

This section shall identify the opportunities for the corporate sector in Canada to either purchase an increased amount of clean, renewable power or become their own producer of clean power, or both. This section shall contain a clearly presented outline of the challenges, opportunities and mechanisms by which Canadian companies may purchase clean, renewable power in all provinces and territories, and market mechanisms and regulatory support to encourage Canadian corporations to produce their own power.

This section shall open with a brief overview of the different commonly used mechanisms for corporate sourcing of renewable power (Power Purchase Agreements (PPAs), Virtual Power Purchase Agreements (VPPAs), Energy Attribute Credits (EACs), green tariff deals, and others, as identified in the Contractor's work plan and agreed upon at the kickoff meeting). This section could reference the Corporate Sourcing



of Renewables (CSR) Clean Energy Ministerial Campaign, the International Renewable Energy Agency's research into CSR, and the International Energy Agency's Efficient World Financing, where deemed appropriate.

After the overview of these mechanisms, the Contractor shall produce a brief overview of countries that already have policies in place to encourage corporate sourcing of renewables, and shall detail the mechanisms that these different countries use. This section should include country (or, where deemed appropriate by the Project Authority and the Contractor, jurisdiction) examples and comparisons for each of the mechanisms identified in the section above (PPA, VPPA, EAC, and other previously identified mechanisms). This section shall also explore ways in which multinational companies are partaking in Corporate Sourcing of Renewables, and if these companies are already purchasing renewable energy to support their business operations in Canada.

The final section of Part II will provide an in-depth exploration into how policies can be used to support these mechanisms, and how these types of agreements may work in the Canadian context. The conclusion shall include a number of policy and market-based options to be further developed in Part III. It is estimated that this section shall take approximately 40% of the contract.

SW.4.3: Part III – Identify the opportunities to promote clean, non-emitting power in Canada as a rationale for foreign direct investments.

This section shall explore the market opportunities to promote Canada as a good place for foreign investment, including exploring the benefits of branding of Canadian corporations with a “made with clean power” type of program.

This section shall begin with an overview of the benefits of clean power branding. This section shall then explore what role the government may have in establishing and promoting this type of brand, and will detail ways in which to establish and promote the clean power brand of Canada. This section shall conclude with recommendations as to how to encourage investment in Canada on the basis of its clean power brand.

This section shall include background on green financing / green bond markets, and how, or if, this is changing the financial landscape for companies. This section shall explore how the financial sector can stimulate and encourage purchasing of renewable energy credits. The work of the Network for Greening the Financial System could be explored, and examined for potential application in the Canadian policy landscape. This section will outline if there are opportunities to promote clean, non-emitting power in Canada as a rationale for foreign direct investments (FDIs) and for creating a clean power branding (something like: “made with clean power in Canada”). The contractor shall detail the opportunities that exist in this space.

This section shall conclude with recommendations on how Canada can encourage investment from companies listed outside of Canada, and what benefit these companies may see from being associated with Canadian clean power. The conclusions should be broadly applicable, but also detailed enough to explain specifically how to encourage the co-development of corporate sourcing of renewables in Canada along with the branding of Canada as a country powered by clean electricity. It is estimated that Part III will represent approximately 25% of the study.



SW4.4: Part IV – Final Report and Deliverables.

The Contractor shall submit a final report, an executive summary, and a PowerPoint presentation of a length and format as determined by the Project Authority. This section shall including all related data files.

The Contractor shall also make available to the Project Authority all data, economic and financial information used in the drafting of the final deliverables. It is estimated that Part IV will represent approximately 10% of the study.

SW.5: Tasks, Deliverables, and Schedule

The contractor must produce the following deliverables:

No.	Deliverable	Content	Format	Estimated Task Duration	Total Project Duration
5.1	Kick-off meeting and work plan	The Contractor and Project Authority must have a kick-off meeting where the Project Authority will provide comments on the project outline and express overall project expectations and the Contractor must state their intentions in addressing each part of the study. Approx. 2 person-days	Audio or video conference for the meetings; ongoing by email	Work plan available within 1 weeks of kick-off meeting	1 weeks
5.2	Draft outline for Part I (the survey/research)	The Contractor must provide a draft annotated outline of Part I of the report. Approx. 2 person-days	MS Word	1 week	2 weeks
5.3	Draft report for Part I (the survey/research)	After receiving approval from the Project Authority, the Contractor will send out the market survey and compile the results. The Contractor must provide a draft report presenting the survey and the research results, Approx. 20 person-days.	MS Word and a conference call	5 weeks	7 weeks
5.4	Draft of the outline for Part II	The Contractor must provide a draft annotated outline of Part II of the report. Approx. 5 person-days	MS Word	1 week	8 weeks
5.5	Draft report of Part II	The Contractor must provide a draft version of Part II of the report. Approx. 20 person-days	MS Word	5 weeks	13 weeks
5.6	Draft of the outline for Part III	The Contractor must provide a draft annotated outline of Part III of the report. Approx. 5 person-days	MS Word	1 week	14 weeks



No.	Deliverable	Content	Format	Estimated Task Duration	Total Project Duration
5.7	Draft report of Part III	The Contractor must provide a draft version of Part III of the report. Approx. 20 person-days	MS Word	4 weeks	18 weeks
5.8	Draft of Part IV - Final report	The Contractor must submit a final draft of the complete report that addresses all previous comments as agreed. It will include a draft Executive Summary and final presentation. Approx. 20 person-days	MS Word; MS Power Point	5 weeks	23 weeks
5.9	Final report Part IV	The Contractor must provide a final version of all deliverables. Approx. 5 person-days	MS Word; MS Power Point; Excel	2 weeks	25 weeks

SW.5.1: Method and Source of Acceptance

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

Final invoices must be issued no more than 7 days after final deliverables have been accepted by the Project Authority



ANNEX B - BASIS OF PAYMENT

(to be completed at contract award)

FIRM PRICE - Milestone Payments

The firm price to perform the work is All-inclusive, in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

Milestone #	Description of Milestone	Milestone Firm Price (applicable taxes excluded)
1	10 percent of total professional fees shall be payable following the kick-off meeting and after a final work plan has been submitted to the Project Authority (after Deliverable 5.1).	\$ _____
2	20 percent of total professional fees shall be payable following the completion, delivery and acceptance of draft report Part I (after Deliverable 5.2 & 5.3).	\$ _____
3	50 percent of total professional fees shall be payable following the completion, delivery and acceptance of the draft of Part II & III of the report (after Deliverable 5.4 - 5.7)	\$ _____
4	20 percent of total professional fees shall be payable following the completion, delivery and acceptance of the final report and other final deliverables (after Deliverable 5.8 & 5.9).	\$ _____
Total Firm Price:		\$ _____



APPENDIX 1 - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan's assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

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

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised 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 one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

A single company/firm or a consortium of companies is eligible for this study. Consortium bids must identify a Project Leader, who will be the contact for the Project Authority throughout the study and will be responsible for managing the Consortium and for submitting various deliverables of the study on behalf of the Consortium. Payments will be made to the company of the Project Lead, which will be responsible for allocating the payment between consortium members.

The proposal, which must include a detailed work plan and allocation of resources, shall address clearly and in sufficient depth the points that are subject to the mandatory and point-rated requirement criteria against which the proposal will be evaluated in a separate section of the proposal. Simply repeating the statements contained in the statement of work is not sufficient. In order to facilitate the evaluation of proposals, the Project Authority requests that the Contractor address and present topics in the order of the mandatory and point-rated requirement criteria under the same headings. To avoid duplication, the Contractor may refer to different sections of their proposals by identifying the specific paragraph and page number where the subject topic has already been raised.

The proposal shall include a breakdown of persons-days over tasks and experts. Any change to both the composition of the team, and the relative contribution of the team members during the execution of the project, requires approval by the Project Authority.

When referencing the company's or companies' previous experience, as part of the Mandatory Requirements or point-rated evaluation criteria, the bid must specifically demonstrate how previous projects relate to renewable energy deployment policies, in general, and to renewable energy procurement mechanisms and required electricity markets regulatory measures, in particular.

When referencing team member's previous experience, as part of the Mandatory Requirements or point-rated evaluation criteria, the bid must specifically demonstrate how individual team member's previous experience relates to renewable energy deployment policies, in general, and to renewable energy procurement mechanisms and required electricity markets regulatory measures, in particular. The proposed time schedule may not be revised by the Contractor without the approval of the Project Authority.



1. TECHNICAL CRITERIA

1.1 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.

Criterion ID	Mandatory Criteria	Pass/Fail	Reference to Bidder's Proposal Page #
M1	<p>The Bidder MUST have experience* in conducting studies related to the examination of renewable energy issues at the national and international level, specifically renewable energy financing <u>and/or</u> evaluation of renewable energy markets.</p> <p><u>*Experience</u> is defined as having undertaken two or more projects in the last five years</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	<p>The Bidder MUST demonstrate <u>extensive knowledge</u>* of mechanisms that can be used by corporations to finance renewable energy projects, <u>and extensive knowledge</u> *of Canada's electricity systems.</p> <p>Bidders MUST provide one or more project summaries related to 1) mechanisms that can be used by corporations to finance renewable energy projects <u>and</u> 2) Canada's electricity systems, completed within the last five years.</p> <p><u>*Extensive knowledge</u> is defined as having 3 or more years of direct experience related to the topics above</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M3	<p>The Project Team MUST have <u>considerable cumulative experience</u>* in undertaking studies of a complexity comparable to that proposed in the statement of work for national or sub-national governments (e.g. Provincial or Territorial Governments)</p> <p><u>*Considerable cumulative experience</u> is defined as having undertaken two or more projects related to M1 and M2 at the national or sub-national government level within the last five years. Detailed project summaries must be included to demonstrate compliance.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M4	<p>The proposal MUST identify a detailed work plan for the entire study, which includes an explanation for the role and tasks of each Project Team or Consortium member and identifies the Project Leader for the Team or Consortium</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M5	<p>The proposal MUST provide a detailed outline of the report, which follows the tasks outlined in Part I, II, III and IV</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Criterion ID	Mandatory Criteria	Pass/Fail	Reference to Bidder's Proposal Page #
M6	The proposal MUST be no longer than 20 pages in length . In addition, supplementary information, if needed, can be included in an annex. As well, the list of related previous projects and team members' resumés shall be provided in Annexes to the proposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



1.2 EVALUATION OF RATED CRITERIA

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

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

Proposals will be evaluated based on the following criteria:

Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #										
R1	<p>Previous Experience</p> <p>Points will be awarded to the Bidder's with <u>recent</u>* previous project experience related to the examination of renewable energy issues at the national and international level, specifically renewable energy financing and renewable energy markets, and how previous projects relate to this content.</p> <p>*<u>Recent</u> is defined as within the last ten years</p> <table border="1"> <thead> <tr> <th colspan="2">Points awarded according to the following scale</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>the Bidder has undertaken 5 or more recent studies relating to renewable energy financing and renewable energy markets</td> </tr> <tr> <td>23</td> <td>the Bidder has undertaken 4 recent studies relating to renewable energy financing and renewable energy markets</td> </tr> <tr> <td>20</td> <td>the Bidder has undertaken 3 recent studies relating to renewable energy financing and renewable energy markets</td> </tr> <tr> <td>17</td> <td>the Bidder has undertaken 2 recent studies relating to renewable energy financing and renewable energy markets</td> </tr> </tbody> </table>	Points awarded according to the following scale		25	the Bidder has undertaken 5 or more recent studies relating to renewable energy financing and renewable energy markets	23	the Bidder has undertaken 4 recent studies relating to renewable energy financing and renewable energy markets	20	the Bidder has undertaken 3 recent studies relating to renewable energy financing and renewable energy markets	17	the Bidder has undertaken 2 recent studies relating to renewable energy financing and renewable energy markets	/25	
Points awarded according to the following scale													
25	the Bidder has undertaken 5 or more recent studies relating to renewable energy financing and renewable energy markets												
23	the Bidder has undertaken 4 recent studies relating to renewable energy financing and renewable energy markets												
20	the Bidder has undertaken 3 recent studies relating to renewable energy financing and renewable energy markets												
17	the Bidder has undertaken 2 recent studies relating to renewable energy financing and renewable energy markets												
R2	<p>Project Team Capacity</p> <p>Points will be awarded for proposals that demonstrate that the project team has the resources and sufficient personnel capacity available to undertake the research and analysis requirements for Part I, II, III, and IV of this study. It also identifies how project team members' previous work experience relates to the content expectations of this study. The Bidder should identify the project team and indicate the years of related <u>experience</u>* of each member.</p> <p>*<u>Experience</u> is defined as the number of years that each member of the project team has spent working on projects related to renewable energy issues, specifically renewable energy financing <u>and/or</u> renewable energy markets.</p>	/25											



Criterion ID	Point Rated Technical Criteria		Maximum Points	Proposal Page #										
	<p>Points awarded according to the following scale</p> <table border="1"> <tr> <td data-bbox="318 321 391 373">25</td> <td data-bbox="391 321 1203 373">the average number of years per-person of related experience across the Project Team is at least 10 years</td> </tr> <tr> <td data-bbox="318 373 391 447">23</td> <td data-bbox="391 373 1203 447">the average number of years per-person of related experience across the Project Team is at least 8 years</td> </tr> <tr> <td data-bbox="318 447 391 520">20</td> <td data-bbox="391 447 1203 520">the average number of years per-person of related experience across the Project Team is at least 5 years</td> </tr> <tr> <td data-bbox="318 520 391 573">17</td> <td data-bbox="391 520 1203 573">the average number of years per-person of related experience across the Project Team is less than 5 years</td> </tr> </table>		25	the average number of years per-person of related experience across the Project Team is at least 10 years	23	the average number of years per-person of related experience across the Project Team is at least 8 years	20	the average number of years per-person of related experience across the Project Team is at least 5 years	17	the average number of years per-person of related experience across the Project Team is less than 5 years				
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20	the average number of years per-person of related experience across the Project Team is at least 5 years													
17	the average number of years per-person of related experience across the Project Team is less than 5 years													
<p>R3</p>	<p>Work Plan</p> <p>Points will be awarded for a detailed work plan that demonstrates sufficient background knowledge of, and familiarity with, the issues surrounding the project content such that an estimate of the Contractor's likely success with the project can be formed.</p> <table border="1"> <tr> <td colspan="2" data-bbox="318 825 1203 856">Points awarded according to the following scale</td> </tr> <tr> <td data-bbox="318 856 391 930">20</td> <td data-bbox="391 856 1203 930">The work plan addresses all aspects and tasks of the work; the schedule and respects all the deadlines</td> </tr> <tr> <td data-bbox="318 930 391 1003">17</td> <td data-bbox="391 930 1203 1003">The work plan addresses all key aspects of the work; but misses some details of the tasks, the schedule mostly respects deadlines</td> </tr> <tr> <td data-bbox="318 1003 391 1098">12</td> <td data-bbox="391 1003 1203 1098">The work plan addresses all only some aspects of the work; but misses some details of the tasks, the schedule somewhat respects deadlines</td> </tr> <tr> <td data-bbox="318 1098 391 1192">5</td> <td data-bbox="391 1098 1203 1192">The work plan does not addresses key aspects of the work; misses most of the details of the tasks, the schedule does not respect deadlines</td> </tr> </table>		Points awarded according to the following scale		20	The work plan addresses all aspects and tasks of the work; the schedule and respects all the deadlines	17	The work plan addresses all key aspects of the work; but misses some details of the tasks, the schedule mostly respects deadlines	12	The work plan addresses all only some aspects of the work; but misses some details of the tasks, the schedule somewhat respects deadlines	5	The work plan does not addresses key aspects of the work; misses most of the details of the tasks, the schedule does not respect deadlines	<p>/20</p>	
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12	The work plan addresses all only some aspects of the work; but misses some details of the tasks, the schedule somewhat respects deadlines													
5	The work plan does not addresses key aspects of the work; misses most of the details of the tasks, the schedule does not respect deadlines													
<p>R4</p>	<p>Study Outline</p> <p>Points will be awarded to proposals that clearly convey the Bidders' intended approach for developing the study.</p> <table border="1"> <tr> <td colspan="2" data-bbox="318 1413 1154 1444">Points awarded according to the following scale</td> </tr> <tr> <td data-bbox="318 1444 431 1549">20</td> <td data-bbox="431 1444 1154 1549">The outline comprehensively addresses all key aspects of the mandate, is deemed to effectively achieve all of the mandate's objectives.</td> </tr> <tr> <td data-bbox="318 1549 431 1654">15</td> <td data-bbox="431 1549 1154 1654">The outline comprehensively addresses most key aspects of the mandate, is deemed to be moderately effective in achieving some of the mandate's objectives.</td> </tr> <tr> <td data-bbox="318 1654 431 1759">10</td> <td data-bbox="431 1654 1154 1759">The outline addresses only some key aspects of the mandate, is deemed to be only somewhat effective in achieving some of the mandate's objectives.</td> </tr> <tr> <td data-bbox="318 1759 431 1864">5</td> <td data-bbox="431 1759 1154 1864">The outline does not address key aspects of the mandate, is not deemed to be effective in achieving any of the mandate's objectives.</td> </tr> </table>		Points awarded according to the following scale		20	The outline comprehensively addresses all key aspects of the mandate, is deemed to effectively achieve all of the mandate's objectives.	15	The outline comprehensively addresses most key aspects of the mandate, is deemed to be moderately effective in achieving some of the mandate's objectives.	10	The outline addresses only some key aspects of the mandate, is deemed to be only somewhat effective in achieving some of the mandate's objectives.	5	The outline does not address key aspects of the mandate, is not deemed to be effective in achieving any of the mandate's objectives.	<p>/20</p>	
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Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #										
R5	<p>Quality of the Proposal</p> <p>The proposal is written and organized in a clear and concise manner and is easily understood.</p> <table border="1" data-bbox="318 470 1182 678"> <thead> <tr> <th colspan="2">Points awarded according to the following scale</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>free from all errors, demonstrating excellent sentence structure and a clear and concise narrative</td> </tr> <tr> <td>8</td> <td>free from all errors</td> </tr> <tr> <td>6</td> <td>free from most errors</td> </tr> <tr> <td>2</td> <td>errors distract from the quality of the work</td> </tr> </tbody> </table>	Points awarded according to the following scale		10	free from all errors, demonstrating excellent sentence structure and a clear and concise narrative	8	free from all errors	6	free from most errors	2	errors distract from the quality of the work	/10	
Points awarded according to the following scale													
10	free from all errors, demonstrating excellent sentence structure and a clear and concise narrative												
8	free from all errors												
6	free from most errors												
2	errors distract from the quality of the work												
Total Points Available		/100											
Total Points needed to be Considered Compliant (60%)		60											



APPENDIX 2 – FINANCIAL PROPOSAL FORM

FIRM PRICE - Milestone Payments

Bidder tendered all-inclusive firm price to perform the work is in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

The bidder must complete the schedule below indicating the firm proposed amounts for each step according to the indicated percentages:

Milestone #	Description of Milestone	Milestone Firm Price (applicable taxes excluded)
1	10 percent of total professional fees shall be payable following the kick-off meeting and after a final work plan has been submitted to the Project Authority (after Deliverable 5.1).	\$ _____
2	20 percent of total professional fees shall be payable following the completion, delivery and acceptance of draft report Part I (after Deliverable 5.2 & 5.3).	\$ _____
3	50 percent of total professional fees shall be payable following the completion, delivery and acceptance of the draft of Part II & III of the report (after Deliverable 5.4 - 5.7)	\$ _____
4	20 percent of total professional fees shall be payable following the completion, delivery and acceptance of the final report and other final deliverables (after Deliverable 5.8 & 5.9).	\$ _____
Total Firm Price for Financial Proposal Evaluation:		\$ _____