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**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 :

Natural Resources Canada

506 Burnside Rd. W.
Victoria, BC
V8Z 1M5

Title – Sujet Bat Inventory for Selected Canadian Forces Base Esquimalt Properties	
Solicitation No. – No de l'invitation NRCan-5000048938	Date November 5 2019
Requisition Reference No. - N° de la demande 154794	
Solicitation Closes – L'invitation prend fin at – à 02:00 PM PST on – le December 16 2019	
Address Enquiries to: - Adresse toutes questions à: Nadia Kelly nadia.kelly@canada.ca	
Telephone No. – No de telephone: 250-464-5236	
Destination – of Goods and Services: Destination – des biens et services:	
Security – Sécurité THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / CE DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ	
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.

The Annexes include the Statement of Work, the Basis of Payment and the Security Requirements Checklist.

The Appendixes include the Evaluation Criteria and the Financial Proposal Form.

1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for a project being initiated by NRCan-Canadian Forestry Services (CFS) Pacific Region, Pacific Forestry Centre in support of the Federal Lands Program, and the services that it provides to the Department of National Defence (DND)-Canadian Forces Base (CFB) Esquimalt. CFB Esquimalt is comprised of 16 properties in coastal British Columbia that total more than 4000 hectares. These properties support considerable biodiversity, including species-at-risk. Habitat assessment conducted in 2017/18 concluded that high-quality bat habitat, including both roosting and foraging habitat, is present at a number of CFB Esquimalt properties. Survey work in 2018/19 confirmed the presence of Little Brown Myotis (*Myotis lucifugus*) at all surveyed properties. The current project will examine all properties that contain high- or moderate-quality habitats to determine bat use and species present.

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

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canadian Free Trade Agreement (CFTA), the Canada-Korea Free Trade Agreements, the Canada-Chile Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Honduras Free Trade Agreement and the Canada-Panama Free Trade Agreements.



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: Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation
- **Under Subsection 2 of Section 20:** Not applicable

2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

nrcan.bcbidsubmission-cbsoumissiondesoffres.nrcan@canada.ca

IMPORTANT

It is requested that you write the following information in “Subject” of the e-mail:

RFP # NRCan-5000048938

The address above is reserved for the submission of your proposal. No other communication should be sent to that address.

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

NRCan will not assume responsibility for proposals directed to any other location.



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 ten 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 British Columbia.

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 ten days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions.

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

- Section I: Technical Bid (1 electronic copy)
- Section II: Financial Bid (1 electronic copy) in a separate file and document
- Section III: Certifications (1 electronic copy)
- Section IV: Additional Information (1 electronic copy)

Prices should appear in the financial bid only. No prices should 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) format;
- (b) use a numbering system that corresponds to the bid solicitation.

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 "A". 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.

Section IV: Additional Information

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security 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 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 "B – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



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

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

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

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

7.3 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 The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract:

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).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
4. 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).

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from date of Contract to March 31 2020 inclusive.

7.5.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nadia Kelly
Title: Procurement Officer
Organization: Natural Resources Canada
Address: 506 Burnside Rd. W. Victoria, BC, V8Z 1M5
Telephone: 236-464- 5236
E-mail address: nadia.kelly@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.

7.7.2 Project Authority (to be provided at contract award)

The Project Authority for the Contract is:

Name:

Title:

Organization: Natural Resources Canada

Address: 506 Burnside Rd. W. Victoria, BC, V8Z 1M5

Telephone:

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.

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

Name:

Title:

Organization:

Address:

Telephone:

E-mail address

7.8 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.

7.9 Payment

7.9.1 Basis of Payment – Firm Price

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.



7.9.2 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.

7.10 Invoicing Instructions

Invoices shall be submitted using one of the following methods:

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

7.11 Certifications

7.11.1 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.

7.12 Applicable Laws

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



7.13 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2018-06-21), General Conditions – Professional Services - Medium Complexity);
- (c) Annex “A”, Statement of Work;
- (d) Annex “B”, Basis of Payment;
- (e) Annex “C”, Security Requirements Check List;
- (f) the Contractor's bid dated _____,

7.14 Foreign Nationals (Canadian Contractor)

SACC *Manual* clause [A2000C](#) (A2000C) Foreign Nationals (Canadian Contractor)

7.15 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.

7.16 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.1.0 TITLE

Bat inventory for selected Canadian Forces Base Esquimalt properties

SW.2.0 BACKGROUND

This project is being initiated by NRCan-CFS Pacific Region, Pacific Forestry Centre in support of the Federal Lands Program, and the services that it provides to DND-CFB Esquimalt. CFB Esquimalt is comprised of 16 properties in coastal British Columbia that total more than 4000 hectares. These properties support considerable biodiversity, including species-at-risk. Habitat assessment conducted in 2017/18¹ concluded that high-quality bat habitat, including both roosting and foraging habitat, is present at a number of CFB Esquimalt properties. Survey work in 2018/19² confirmed the presence of Little Brown Myotis (*Myotis lucifugus*) at all surveyed properties. The current project will examine all properties that contain high- or moderate-quality habitats to determine bat use and species present.

SW.3.0 OBJECTIVES

The objectives of the project are to:

- (a) Determine which bat species are present on CFB Esquimalt lands, with special attention to species-at-risk³;
- (b) Assess bat use of CFB Esquimalt properties, with special attention to potential hibernacula;
- (c) Report on the findings.

SW.4.0 PROJECT REQUIREMENTS

SW.4.1 Tasks, Deliverables, Milestones and Schedule

Tasks:

This is a three-year project, subject to availability of funding in Years 2 and 3. It is expected that all tasks will be completed by the end of Year 3, with specific tasks and deliverables for each year outlined in the Schedule section below. Tasks will apply to all properties listed in Table 1.

Task 1: Ground surveys for bats and bat habitat at selected properties (Winter Fieldwork)

- Must identify areas with highest potential for bats, especially species-at-risk, at each property.
- Must conduct field validation of existing forage and roost habitat maps (10-12% of all mapped habitat polygons per property, see Table 1 for area of habitat for each property).
- Must investigate potential day roosts, maternity sites, and hibernacula to determine bat occupancy of specific buildings or natural features.
- Must record all surveyed areas using a GPS point or track (UTM Zone 10, Datum: NAD 83)
- Must further examine sites with high potential for bat occupancy later in the year or in a subsequent year, through guano collection, mist netting/trapping, and/or acoustic monitoring to determine species presence and relative abundance, if possible (see Task 2).

1 Gatten, J., V.C. Hawkes, and J. Novoa. 2018. Bat habitat assessment for CFB Esquimalt. Unpublished report.

2 Gatten, J. and V.C. Hawkes. 2019. Bat Inventory for Selected CFB Esquimalt Properties. Unpublished report.

3 For the purposes of the contract, species-at-risk are those ranked federally or provincially as follows: COSEWIC rankings of Extirpated, Endangered, Threatened and Special Concern; BC ranking of Red and Blue.



Task 2: Acoustic inventory and species verification surveys for bat species detection and habitat use

- Must deploy recording devices to capture bat vocalizations through stationary point acoustic surveys, at a sampling density of 2-4 recording devices per 100km², with at least one recording device per property and habitat quality type. Each survey station must be recorded for a minimum of 4 consecutive nights at least once per year. All stationary point acoustic surveys must follow NABat protocols⁴ unless otherwise specified by the Project Authority, as is the case with sampling density (i.e., sampling density will be greater than NABat protocols for certain areas).
- Must identify recorded species to the extent possible using acoustic recordings and acoustic visualization software. Must conduct species verification surveys to confirm that species detected through acoustic methods are indeed present, with a focus on species-at-risk. Species verification surveys must include guano collection and genetic analysis. When guano collection is difficult due to physical constraint of the area, mist netting or trapping of individual bats would be permissible. All efforts to minimize netting or trapping must be made, and must only be conducted with approval from the Project Authority.

Task 3: Report on results

- Must report on results of all fieldwork and surveys for each year of the project.
- Must prepare a final report at the end of Year 3 that includes an executive summary or abstract, introduction, methods, results, and recommendations for protection, stewardship, and/or additional surveys.
- Must include any associated maps or data with each report, with all spatial data as ArcGIS 10.x compatible shapefiles or feature classes.

Notes:

- Species listed as Endangered or Threatened by SARA may not be captured or handled without a SARA permit. If the contractor thinks that a SARA listed species must be captured to be positively identified, a SARA permit will be applied for by the contractor and/or the Project Authority.

Table 1. Subject properties, with total areas of high- and moderate-quality bat habitat.

Property	General Location	Total High-quality (ha)	Total Mod.-quality (ha)
Albert Head ⁵	Victoria area	25.22	17.28
Aldergrove	Fraser Valley	164.6	253.65
Ballenas Island	Nanaimo area	0	9.58
Belmont Park ⁵	Victoria area	3.78	12.63
CFMETR	Nanaimo area	0	181.67
Colwood ⁵	Victoria area	13.4	40.48
Dockyard ⁵	Victoria area	0	1.56
Heals Rifle Range ⁵	Victoria area	20.83	152.75
Mary Hill ⁵	Victoria area	99.53	35.08
Masset	Haida Gwaii	248.9	153.86
Matsqui	Fraser Valley	9.84	4.53
Naden ⁵	Victoria area	2.62	6.65
Nanaimo Rifle Range	Nanaimo area	299.3	12.25
Nanoose TX	Nanaimo area	0	8.11

⁴ Loeb et al. 2015. A Plan for the North American Bat Monitoring Program (NABat). General Technical Report SRS-208, USDA Forest Service Southern Research Station, Asheville, NC.

⁵ Properties scheduled to be accessed in Year 1.



Rocky Point ⁵	Victoria area	308.58	447.04
Work Point ⁵	Victoria area	0	1.5

Schedule:

Year 1: Preparatory fieldwork

- Areas with highest potential for bats, especially species-at-risk, must be identified, and potential day roosts, maternity sites, and hibernacula must be investigated, as described in Task 1 (winter fieldwork).
- Note: Properties that are scheduled for access for surveys in Year 1 include Albert Head, Belmont Park, Colwood, Dockyard, Heals Rifle Range, Mary Hill, Naden, Rocky Point, and Work Point.

Year 1 Deliverables and Milestones

- Milestone 1: Completion of winter fieldwork (task 1 as per above).
- Milestone 2: By 13 March 2020, the contractor must submit a draft report outlining all fieldwork completed, including associated maps and data, as well as recommendations for Years 2 and 3.

Year 2: Acoustic surveys

- Recording devices must be deployed at all properties to capture bat vocalizations, and recorded species must be identified to the extent possible using acoustic recordings and acoustic visualization software, as described in Task 2 (summer fieldwork).
- All properties not surveyed in Year 1 must be included in Year 2 surveys (winter fieldwork).

Year 2 Deliverables and Milestones

- Milestone 1: Completion of summer fieldwork.
- Milestone 2: Completion of winter fieldwork.
- Milestone 3: By 12 March 2021, the contractor must submit a draft report outlining all fieldwork completed, including results from Year 1, and associated maps and data, as well as recommendations for Year 3. Milestone 3 includes the receipt and acceptance of the final report by the Project Authority.

Year 3: Final fieldwork

- Acoustic surveys must be conducted in areas not sampled in Year 2.
- Species verification surveys must be conducted to confirm species detected during acoustic monitoring in Years 2 and 3, as described in Task 2.

Year 3 Deliverables and Milestones

- Milestone 1: Completion of acoustic surveys.
- Milestone 2: Completion of species verification surveys.
- Milestone 3: Completion of the final report: by 14 January 2022, the contractor must submit a draft of the final report to the Project Authority, including an executive summary or abstract, introduction, methods, results from all years of the project, and recommendations for protection, stewardship, and/or additional surveys, including associated maps and data. By 04 February 2022, the Project Authority will review the draft of the final report and associated deliverables, and will provide comments. By 04 March 2022, the contractor must submit a final report that incorporates all changes and suggestions as requested by the Project Authority, including associated maps and data.

SW.4.2 Reporting Requirements

Two drafts and one final report will be required for this project. Specific details and requirements are outlined in the description of deliverables above.



SW.4.3 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.

SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

SW.5.1 NRCan's Obligations

NRCan will provide:

1. Relevant ecological reports, maps, and/or spatial data.
2. Access to a staff member who can answer specific questions regarding landforms and ecological features of CFB Esquimalt properties.
3. Assistance arranging access to CFB Esquimalt properties.

SW.5.2 Location of Work, Work Site and Delivery Point

Work must be completed at the Contractor's place of business and at various CFB Esquimalt properties.

Work must be delivered to the Project Authority at:

Pacific Forestry Centre
506 West Burnside Road
Victoria, BC V8Z 1M5



ANNEX "B" - BASIS OF PAYMENT

(to be completed at contract award)



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat PR - 20 - 154794
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 DND		2. Branch or Directorate / Direction générale ou Direction CFB Esquimalt Formation Safety & Environment (FSE)	
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 Bat surveys at multiple CFB Esquimalt properties (Albert Head, Belmont Park, Colwood, Dockyard, Heals Rifle Range, Mary Hill, Naden, Rocky Point & Work Point)			
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada	NATO / OTAN	Foreign / Étranger	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion	All NATO countries / Tous les pays de l'OTAN	No release restrictions / Aucune restriction relative à la diffusion	
Not releasable / À ne pas diffuser			
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	PROTECTED A / PROTÉGÉ A	
PROTECTED B / PROTÉGÉ B	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	PROTECTED B / PROTÉGÉ B	
PROTECTED C / PROTÉGÉ C	NATO CONFIDENTIAL / NATO CONFIDENTIEL	PROTECTED C / PROTÉGÉ C	
CONFIDENTIAL / CONFIDENTIEL	NATO SECRET / NATO SECRET	CONFIDENTIAL / CONFIDENTIEL	
SECRET / SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	SECRET / SECRET	
TOP SECRET / TRÈS SECRET		TOP SECRET / TRÈS SECRET	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	



PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Yes
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non / 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? No / Yes
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? Non / 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).



APPENDIX “A” - 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.

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	Proposal Page #	Pass/Fail
M1	The Bidder MUST identify a Project Manager and a Lead Biologist along with all proposed personnel including their roles and responsibilities, and their related expertise for consideration under this Proposal. Experience must be explicitly demonstrated.		
M2	The Bidder MUST include within their proposal a detailed curriculum vitae (CV) for each proposed team member named in their proposal. The CVs should include <ol style="list-style-type: none"> 1. a detailed description of the team member’s work experience in the topic of the study. 2. educational and professional designation attainments, and all other academic credentials for each proposed resource. 		
M3	The proposal MUST demonstrate that the project lead has participated on a project of similar nature to this study by providing project examples carried out within the last seven years. At least one of the projects should be related to Bat inventory or monitoring in the field, including acoustic monitoring, guano collection, or netting/trapping . Within each project summary provided, bidders must indicate:		



	1. the name of the client organization and the name of a contact that may be used as a reference; 2. a brief description of the scope of services provided; 3. the dates and duration of the project.		
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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. 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.

Proposals must achieve a minimum of 60% for each rated criterion 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 Available	Proposal page #
R1	Experience of the Contractor(s) Describe the relevant experience of the key personnel proposed to perform the work. Experience must be explicitly demonstrated, and CVs of key personnel provided. Points are awarded based on the experience of the personnel allocated to the project - not to corporate experience. Points will be awarded based on the experience of the principle specialist(s), including: <ul style="list-style-type: none"> • Experience in bat inventory or monitoring in the field, including acoustic surveys, guano collection and genetic analysis, and/or netting/trapping (2.5 points for each year of experience to a maximum of 25 points) • Experience in habitat assessment for wildlife, including modeling, field work or office work for any wildlife species (2.5 points for each year of experience to a maximum of 10 points) • Experience interpreting ecological information from maps or spatial data (2.5 points for each year of experience to a maximum of 10 points) • Experience in the ecosystems of coastal British Columbia (2.5 points for each year of experience to a maximum of 5 points) 	50	
R2	Project Plan: Conduct surveys for bats, collect data and report on the findings Describe how the work will be completed, and the timelines to be followed. Describe the project plan in terms of each portion of the project and the number of person-days allocated to each portion of the project for each year (specifying which personnel are allocated to each task). Include as much detail as possible to describe these plans in reference to the Tasks listed in	50	



	<p>Annex "A" Statement of Work. Points will be awarded as per the Evaluation Grid (below) and will be based on proposed plans for the following portions of the project:</p> <ul style="list-style-type: none"> • Fieldwork (up to a maximum of 25 points) • Lab and computer work (up to a maximum of 15 points) • Reporting (up to a maximum of 5 points) • Project management (up to a maximum of 5 points) 		
	Total Points	100	

Scoring for Point Rated Criterion 2

EVALUATION GRID Score out of 25 for each project portion plan	
<p>Excellent (20-25 for fieldwork, 13-15 for lab work, 5 for reporting and 5 for project management)</p>	<p>Plan is excellent, comprehensive and makes sense. Timelines well defined and reasonable. Clear, detailed description of the work that will be done and linked to the project objectives. Personnel proposed and person-days allocated make sense for the task and provides excellent resourcing for the task.</p> <p>(All major items were addressed, answers were appropriate. Incorporated useful options, suggestions, alternative approaches.)</p>
<p>Very good (15-19 for fieldwork, 10-12 for lab work, 4 for reporting and 4 for project management)</p>	<p>Plan makes senses and is, for the most part, comprehensive. Timelines defined and reasonable. Clear explanation of work that will be done and related to project objectives. Demonstrates complete comprehension. Most of the major issues were addressed; no major deficiencies exist in the areas assessed. Personnel proposed and person-days allocated make sense for the task and provides very good resourcing for the task.</p> <p>(The information provided clearly shows the bidder fully understands all elements of the rated criteria.)</p>
<p>Good (10-14 for fieldwork, 7-9 for lab work, 3 for reporting and 3 for project management)</p>	<p>Plan is acceptable. Demonstrates partial comprehension. Some of the major and minor issues were addressed, some deficiencies exist in the areas assessed, but none are a major concern. Personnel proposed and person-days allocated are acceptable for the task and provides adequate resourcing for the task.</p> <p>(The information provided clearly shows the bidder fully understands certain but not all elements of the rated criteria.)</p>
<p>Unsatisfactory (5-9 for fieldwork, 4-6 for lab work, 2 for reporting and 2 for project management)</p>	<p>Insufficient project plan or timelines provided: description very superficial; absence of details or mediocre explanations. Several items were not addressed, some deficiencies, some problems. Personnel proposed and/or person-days allocated are not suitable for the task and/or provides inadequate resourcing for the task.</p> <p>(The information provided shows a limited understanding of the specified criteria, without showing that the bidder fully understands all elements of the rated criteria. The bidder shows basic communication skills. The project results presented are poor and non-significant.)</p>



Poor (1-4 for fieldwork, 1-3 for lab work, 1 for reporting and 1 for project management)	Few or no issues addressed, many deficiencies, a major problem exists. (The information provided shows that the bidder has a basic understanding of the specified criteria.)
Unacceptable (0)	No mention of any of the elements - failed. (The information provided does not meet the criteria.)



APPENDIX “B” – FINANCIAL PROPOSAL FORM

1. 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:

YEAR 1:

Milestone #	Description of Milestone	Milestone Firm Price (applicable taxes excluded)
1	40% of the total price (of year 1) for the work following delivery and acceptance by the Project Authority, of deliverable #1 as identified in the statement of work at Annex “A”	\$ _____
2	60% of the total price (of year 1) for the work following delivery and acceptance by the Project Authority, of deliverable #2 as identified in the statement of work at Annex “A”	\$ _____
Total Price (for year 1)		\$ _____

YEAR 2 (Optional year 1):

Milestone #	Description of Milestone	Milestone Firm Price (applicable taxes excluded)
1	20% of the total price (of year 2) for the work following delivery and acceptance by the Project Authority, of deliverable #1 as identified in the statement of work at Annex “A”	\$ _____
2	20% of the total price (of year 2) for the work following delivery and acceptance by the Project Authority, of deliverable #2 as identified in the statement of work at Annex “A”	\$ _____
3	60% of the total price (of year 2) for the work following delivery and acceptance by the Project Authority, of deliverable #3 as identified in the statement of work at Annex “A”	\$ _____
Total Price (for year 2 – Optional Year 1)		\$ _____



YEAR 3 (Optional year 2):

Milestone #	Description of Milestone	Milestone Firm Price (applicable taxes excluded)
1	20% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable #1 as identified in the statement of work at Annex "A"	\$ _____
2	20% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable #2 as identified in the statement of work at Annex "A"	\$ _____
3	60% of the total price for the work following delivery and acceptance by the Project Authority, of deliverable #3 as identified in the statement of work at Annex "A"	\$ _____
Total Price (for year 3 – Optional Year 2)		\$ _____

Total Firm Price for Financial Proposal Evaluation (year 1 + year 2 + year 3):	\$ _____
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