



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: ec.soumissions-bids.ec@canada.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Levelized cost of electricity calculator 2.0 and trends forecasts</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000047513</p>	
	<p>Date of Bid solicitation – Date de la demande de soumissions 2019-11-07</p>	
	<p>Bid Solicitation Closes – La demande de soumissions prend fin</p> <p>at – à 2:00 P.M. on – le 2019-11-22</p>	<p>Time Zone – Fuseau horaire</p> <p>Eastern Standard Time</p>
	<p>F.O.B – F.A.B Destination.</p>	
	<p>Address Enquiries to - Adresser toutes questions à: Angela Quan angela.quan2@canada.ca</p>	
	<p>Telephone No. – N° de téléphone 514-496-5979</p>	<p>Fax No. – N° de Fax 514-283-4439</p>
	<p>Delivery Required – Livraison exigée See Statement of Work herein.</p>	
	<p>Destination of Services / Destination des services See Statement of Work herein.</p>	
	<p>Security / Sécurité There is no security requirement associated with this requirement.</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>	



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TITLE: LEVELIZED COST OF ELECTRICITY CALCULATOR 2.0 AND TRENDS FORECASTS

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided; and

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

2. Summary

2.1 Environment and Climate Change Canada (ECCC) has a requirement to conduct necessary research and analysis into the qualitative and quantitative cost drivers operating on all inputs to the LCOE formula as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from date of contract award to **March 31, 2021**.

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

2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

3. Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

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

Delete: In its entirety

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

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

Delete: “sixty (60) days”

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

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

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

Delete: In its entirety

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

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

Delete: In their entirety

Insert: “Deleted”



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

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

Insert: “Deleted”

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

Delete: In its entirety

Insert: “Deleted”

1.1 PWGSC SACC Manual Clauses

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

2. Submission of Bids

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

3. Former Public Servant – Competitive Bid

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

Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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



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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than two (2) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

6. Basis for Canada's Ownership of Intellectual Property

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Section III: Certifications

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

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

Note for electronic submission of bids:

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

Email Address: ec.soumissions-bids.ec@canada.ca
Attention: Angela Quan
Solicitation Number: 5000047513

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

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

Bids sent by fax will not be accepted.

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

Section I: Technical Bid

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



should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

Section II: Financial Bid

1.1 Bidders must submit their financial bid in Canadian Funds and in accordance with the "Financial Bid Evaluation and Basis of Payment in Annex B". The total amount of Applicable Taxes must be shown separately. All information relating to price must appear only in the financial bid. No price may be indicated in any other section of the bid. The bid must cover the prescribed length of the contract.

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

1.2 Price Breakdown

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

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

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

- (i) Work described in Part 6, Resulting Contract of the bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: [http://laws-lois.justice.gc.ca/eng/acts/N-4/;](http://laws-lois.justice.gc.ca/eng/acts/N-4/))
- (ii) travel between the successful bidder's place of business and the NCR; and
- (iii) the relocation of resources

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

(b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.



- (c) **Materials and Supplies (if applicable):** The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) **Travel and Living Expenses (if applicable):** The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (e) **Subcontracts (if applicable):** The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) **Other Direct Charges (if applicable):** The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 6 of the bid solicitation.
- (g) **Applicable Taxes:** The bidders should indicate the Applicable Taxes separately.

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

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.



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

1. Evaluation Procedures

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

1.1 Introduction

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients exterior to the Bidder's own organization. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

1.2 Evaluation Process

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

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

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

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

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

2. Technical Bid Evaluation Criteria

Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work.

For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal cooperative program at a post-secondary institution. For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start

date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

It's the bidder's responsibility to ensure that a sufficient level of information is included in the proposal to allow the evaluation team to make an accurate assessment of the bid.

2.1 Mandatory Technical Evaluation Criteria

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-compliant.

Mandatory Criteria	Compliant (Yes / No)
M1. At least one member of the Contractor team MUST have a Master's degree in economics, accounting or a related business discipline such as corporate finance or business analysis. Disciplines in business ethics, industrial and labour relations, and business law will not be accepted.	
M2. At least one member of the Contractor team MUST have experience greater than or equal to two (2) years(*) in the Canadian electricity sector. (*) Experience will be deemed gained in a professional capacity (university experience is not included)	

2.2 Mandatory Financial Criteria

Mandatory Financial Criteria	Compliant (Yes / No)
MF1. The maximum budget for this project is \$50,000.00 (excluding taxes). The financial bid must not exceed the maximum budget.	

A negative response to any of the mandatory requirements will result in the disqualification of the bid without any other consideration.



2.3 Point-Rated Technical Evaluation criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

For the bid to be valid, the bidder must obtain a minimum pass mark of 67 points score within the technical evaluation based on the following grid. Bids that obtain less than 67 points will be considered non-responsive.

Each proposal meeting the Mandatory Criteria will be evaluated and rated according to the criteria described below and to the weighting described in

Table 1.

Any relevant information enabling Environment and Climate Change Canada to adequately score the proposal based on the criteria listed below must be included. Information not included in the proposal will not be taken into consideration.

Technical Proposal (R1)

A description of the technical approach, methodology and data sources to be used must be included. The proposed approach, methodology and specific steps undertaken to meet each deliverable in the Statement of Work must be presented in detail. The proposed approach and methodology must allow the objectives of the project to be met while being technically feasible.

Advantages of the proposed approach must be presented.

Possible problems and challenges that may arise, and which could affect the quality and/or delivery of the project should be presented, with realistic solutions.

Work plan and schedule (R2)

The proposal must present a detailed work plan that demonstrates how the Contractor will carry out the tasks outlined in the Statement of Work so that the objectives are achieved. The detailed work plan will also include a time schedule outlining the main activities and milestones. The detailed work plan must be coherent with the proposed approach and the budget. The feasibility of the work plan will be assessed.

The resources allocated to each Task will be evaluated to ensure that the proposed approach and methodology can be carried out. The qualifications and experience of the resources allocated for each Task will also be assessed.

At least one member of the Contractor team must have a Master's degree in economics, accounting or a related business discipline such as corporate finance or business analysis. Disciplines in business ethics, industrial and labour relations, and business law will not be accepted. Other team members will have extensive knowledge of and experience in the Canadian electricity sector. These specializations may have been obtained through an acceptable combination of education, training, and/or experience.



Resumes of all staff that will work on the project, including staff that will have a back-up role, must be submitted in the proposal. The resumes must clearly demonstrate the extent of knowledge and previous related work experience, research and analytical skills related to the Canadian electricity sector for the professional staff assigned to the project.

The Contractor should describe how quality assurance will be addressed throughout the project. The proposal must explain how quality assurance will be applied to management of the project, but also to the data, the analysis and the results.

The proposal must include details to assess the qualification and experience of the professional staff assigned to the project in relation to their involvement and responsibility in each Task of the project. The qualifications and experience of the personnel assigned to the work will be evaluated. Reviewers will consider if the staff is experienced and qualified for the level of responsibility and involvement in each Task.

Project Team Experience (R3)

The proposal must include sufficient detail for reviewers to be able to assess the Contractor's expertise, knowledge and experience in economic estimating and forecast development related to Canada's electricity sector.

The proposal must include sufficient detail for reviewers to be able to assess the Contractor's expertise, knowledge and experience in developing user-friendly analytical frameworks or tools.

Management component (R4)

The proposal will present the qualifications and the experience of the Project Manager assigned to this project. The experience of the Project Manager in managing projects having a similar scope and budget and related to the Canadian electricity sector should be demonstrated. The Project Manager will present the experience of the Project Manager in leading, coordinating, and managing multi-disciplinary teams focused on the Canadian electricity sector. In addition, the Project Manager's experience in working in close collaboration with a client will be assessed.

Back-up capabilities for project management must be demonstrated and these capabilities will be evaluated.

Overall quality of the proposal (R5)

The overall quality of the proposal will be assessed by the reviewers for clarity, organization and logic. The proposals will not exceed 25 pages (8" x 11") in length and shall use a size 12 Font. The length limit does not include cover pages, table of contents, graphics or tables that illustrates timelines or detailed work plans. Graphics and Tables can be 11" x 17". Appendices can be used for additional information, such as resumes, brochures, examples of past reports, or other additional information that is appropriate for appendices.



Table 1: Point-Rated Criterion

Point-Rated Criterion	Maximum Score	Score	Reference (Page of bid confirming that the criteria has been met)
<p>R1. Technical Proposal (minimum score: 14 points, maximum: 20 points) No other allocation of points will be provided other than what is listed in each individual criterion.</p>			
<p>The proposal demonstrates a comprehensive, methodological approach to complete all aspects of the project including: A) The proposed approach and method</p> <p>(14 pts) The description of the technical approach and method is detailed enough to include a description of each step that will be undertaken to meet each deliverable in the Statement of Work and data sources. The approach and method are complete, realistic and technically feasible; the approach offers advantages with no trade-offs;</p> <p>(10.5 pts) The description of the technical approach and method, including a description of each step that will be undertaken to meet each deliverable in the Statement of Work and data sources, is a) missing some details AND/OR b) not realistic or technically feasible. The approach offers some advantages;</p> <p>(7 pts) The description of the technical approach and method is incomplete or not realistic or not technically feasible AND/OR the approach is not convincingly advantageous;</p> <p>(3.5 pts) The description of the technical approach and method is incomplete AND/OR not realistic AND/OR not technically feasible AND/OR the approach offers no advantages;</p> <p>(0 pts) Advantages to the proposed approach are not presented.</p>	<p>14 points</p>		
<p>B) Possible problems and challenges that could impact the quality and/or delivery of the project and proposed solutions.</p> <p>(6 pts) Possible problems and challenges that could arise that would impact the quality AND/OR delivery of the project are clearly described; demonstrate a realistic approach and understanding of the project; the proposed solutions are realistic and within the scope of the project.</p> <p>(4 pts) Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are not clearly described or are incomplete. That is they are not entirely aligned with the Statement of Work and/or the Contractor's proposed approach AND/OR the proposed solutions are not sufficient to address the issues or are outside the scope of the</p>	<p>6 points</p>		



<p>project as described in the Statement of Work.</p> <p>(2 pts) Possible problems and challenges that could arise that would affect the quality and/or delivery of the project are poorly described AND/OR do not demonstrate a complete understanding of the project.</p> <p>(0 pts) Problems, challenges and solutions are not identified.</p>			
<p>R2. Work plan and Schedule (minimum score: 11 points, maximum: 15 points) No other allocation of points will be provided other than what is listed in each individual criterion.</p>			
<p>A) The proposal provides a detailed schedule and work plan which demonstrates a commitment to meeting the project objectives and deliverables on time and how quality assurance will be addressed throughout the project. The following rating scheme will be used to evaluate this criterion:</p> <p>(10 pts) The work plan is detailed and demonstrates a clear and logical understanding of the Objectives of the Statement of Work; quality assurance is addressed.</p> <p>(8 pts) Objectives of the Statement of Work and quality assurance are addressed; some details are missing.</p> <p>(4 pts) The Work Plan demonstrates only some understanding of the Objectives of the Statement of Work and quality assurance; many details are omitted;</p> <p>(0 pts) The bidding company did not include a Schedule or Work Plan.</p>	<p>10 points</p>		
<p>B) In the Work Plan, qualified and experienced personnel are assigned to each Task:</p> <p>(5 pts) For each Task, all the personnel assigned to the Task are each qualified and have previous experience in their assigned role successfully completing the Task. Previous experience is greater than or equal to one (1) year(*);</p> <p>(4 pts) For each Task, there are enough qualified and experienced personnel assigned in a supervision role to ensure the successful completion of the Task;</p> <p>(3 pts) For some Tasks, the personnel assigned are not qualified and/or not experienced to ensure successful completion of the Task;</p> <p>(2 pts) For most Tasks or for key tasks, the personnel assigned are not qualified and not experienced to ensure successful completion of the Task;</p> <p>(0 pts) The personnel assigned to each Task are not identified.</p> <p>(* Experience will be deemed gained in a professional capacity (university experience is not included)</p>	<p>5 points</p>		



R3. Project Team Experience (Minimum score: 25 points, maximum: 35 points) No other allocation of points will be provided other than what is listed in each individual criterion.			
<p>Note: To facilitate the review process, Contractors are encouraged to describe upfront the projects to which they intend to refer in order to demonstrate their experience in this section. They can then simply refer to a project and avoid duplication of project summaries.</p> <p>A) Experience in developing economic forecast estimates related to Canada's energy sector:</p> <p>A maximum of two (2) reference projects will be evaluated and each project will be evaluated as described below. If more than two (2) referenced projects are submitted, only the first two (2) in order of presentation will be evaluated. Referenced projects must have been completed at the time of proposal submission.</p> <p>(12.5 pts) If the experience is related to the Canadian electricity sector;</p> <p>(9 pts) If the experience is related to the electricity sector;</p> <p>(6 pts) If the experience is related to the energy sector other than electricity;</p> <p>(3 pts) If the experience is related to another sector.</p> <p>(0 pts) Experience developing economic forecast estimates is not demonstrated.</p>	<p>25 points (maximum of 12.5 points per project)</p>		
<p>B) Experience in the development of forecasting tools/ set of model equations/analytical frameworks or tools:</p> <p>A maximum of two (2) reference projects will be evaluated and each project will be evaluated as described below. If more than two (2) referenced projects are submitted, only the first two (2) in order of presentation will be evaluated. Referenced projects must have been completed at the time of proposal submission.</p> <p>(5 pts) The bidder successfully completed a project that developed a simple, easy-to-use forecasting tool/set of model equations with multiple inputs based on a set of applicable regression equations (a set of applicable regression equations to simple forecasting tool/set of model equations);</p> <p>(3.5 pts) The bidder successfully developed a complex forecasting tool/set of model equations with multiple inputs based on a set of applicable regression equations (a set of applicable regression equations to complex forecasting tool/set of model equations);</p> <p>(2 pts) The bidder successfully developed a simple forecasting tool/set of model equations with few inputs based on a set of regression equations (simple model to simple forecasting tool);</p> <p>(0 pts) The bidder has not successfully developed a forecasting tool/set of model based on a set of applicable regression equations.</p>	<p>10 points (maximum of 5 points per project)</p>		



R4. Management Component (minimum score: 17 points, maximum 25 points) No other allocation of points will be provided other than what is listed in each individual criterion.			
<p>Note: For criterion R4 all referenced projects should have been for a minimum duration of four (4) months and should have been performed within the last ten (10) years from the date of bid closing.</p> <p>The bidder should provide a reference contact for each of the projects undertaken by the proposed Project Manager. Each cited reference should include the following information:</p> <ul style="list-style-type: none"> • Client Organization Name; • Project description including role played by the Bidder; • Project duration, including start and end dates; • Client Contact name, position, and current phone number and email address. The client may be contacted to verify the project information provided in the proposal. <p>For rated criteria R4-A, R4-B, and R4-C, if the client cannot be contacted within 5 business days of the bid closing date, the bidder will receive a score of zero (0).</p> <p>A) The bidder should demonstrate, using project description(s), that the proposed Project Manager has experience related to the Canadian electrical sector on projects having a similar scope and budget. A maximum of two (2) reference projects will be evaluated as described below. If the bidder submits more than two (2) referenced projects, only the first two (2) in order of presentation will be evaluated. Referenced projects must have been completed at the time of proposal submission.</p> <p>(5 pts) The proposed Project Manager managed projects of similar or greater scope and budget and which were directly related the Canadian electricity sector;</p> <p>(3 pts) The proposed Project Manager managed projects of similar or greater scope and budget and which were directly related to the energy sector but not the Canadian electricity sector;</p> <p>(1.5 pts) The proposed Project Manager managed projects similar in scope or budget but unrelated to the energy sector;</p> <p>(0 pts) No reference project provided.</p>	<p>10 points (maximum of 5 points per project)</p>		
<p>B) The bidder should demonstrate, using project description(s), that the proposed Project Manager has experience managing a complex project, including ability to provide leadership, coordination or management within a multi-disciplinary team. A maximum of two (2) reference projects will be evaluated as described below. If the bidder submits more than two (2) referenced projects, only the first two (2) in order of presentation will be evaluated. Referenced projects must have been completed at the time of proposal submission.</p> <p>(3 pts) The proposed Project Manager has managed multiple complex projects, provided leadership, coordination and management within a multi-disciplinary team setting;</p>	<p>6 points (maximum of 3 points per project)</p>		



<p>(1.5 pts) The proposed Project Manager has little experience in managing complex projects, providing leadership, coordination or management within a multi-disciplinary team setting.</p> <p>(0 pts) No reference project provided.</p>			
<p>C) The bidder should demonstrate, using project description(s), that the proposed Project Manager has experience working in close collaboration with clients and has, as part of a project, determined the tasks to be undertaken as part of the project with the client and to the satisfaction of the client. A maximum of two (2) reference projects will be evaluated as described below. If the bidder submits more than two (2) referenced projects, only the first two (2) in order of presentation will be evaluated. Referenced projects must have been completed at the time of proposal submission.</p> <p>(3.5 pts) The proposed Project Manager has experience in working in close collaboration with clients and has, as part of a project, determined the tasks to be undertaken as part of the project with the client and to the satisfaction of the client. The proposed Project Manager has experience with integrating significant go/no-go decision points, i.e. those that could terminate the contract.</p> <p>(2 pts) The proposed Project Manager has experience in working in close collaboration with clients, but does not have experience with significant go/no-go decisions points.</p> <p>(1 pts) The proposed Project Manager has experience in working with clients, but not in close collaboration.</p> <p>(0 pts) No reference project provided.</p>	<p>7 Points (Maximum of 3.5 points per project)</p>		
<p>D) Details on back-up arrangements for the proposed Project Manager and their capabilities</p> <p>(2 pts) The arrangements for the back-up, proposed Project Manager are presented and the back-up, proposed Project Manager is qualified to act as Project Manager as defined in R3;</p> <p>(1 pts) The back-up arrangements are not clearly presented OR the proposed back-up, proposed Project Manager does not meet many of the project management requirements;</p> <p>(0 pts) There is no mention of the back-up, proposed Project Manager or of his/her qualifications.</p>	<p>2 points</p>		
<p>Total Score</p>	<p>Maximum score: 95 points</p> <p>Pass mark: 67 points</p>		



3. Evaluation of Price

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

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

The Total Bid Price for Evaluation will be established as per Annex B – Financial Bid Evaluation and Basis of Payment Sheet. Bidders must complete all cells within Annex B in order for their bid to be deemed responsive.

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

The financial bid will be the total combined costs of all columns listed in Annex B - Financial Bid Evaluation and Basis of Payment - Table 1.

Failure to complete Annex B – Financial Bid Evaluation and Basis of Payment Sheet, as per the instructions above, will render the bid non-responsive.

4. Basis of Selection

Highest combination of technical merit (75%) and Price (25%)

The selection will be based on the highest responsive combined rating of technical merit and Price. The ratio will be 75% for the technical merit and 25% for the price.

- (a) To be declared responsive, a bid must:
 - (i) comply with all the requirements of the bid solicitation; and
 - (ii) meet all mandatory criteria; and
 - (iii) obtain the required minimum points specified for each criterion for the technical evaluation, and
 - (iiii) obtain the required **minimum of 67 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a **scale of 95 points**.
- (b) Bids not meeting (i), (ii), (iii) or (iiii) will be declared non-responsive.
- (c) The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 75% for the technical merit and 25% for the price.
- (d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 75%.



- (e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25%.
- (f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- (g) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The sum of the technical and financial scores is used to determine the final score. The contract will be awarded to the firm obtaining the highest overall score. Where several bids are equal, the one with the highest technical rating will be selected.

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{95} \times 75 = \text{XXX}$$

$$\text{Financial Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 25 = \text{XXX}$$

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

In the event of a tie, the proposal receiving the highest score for the technical evaluation will be selected.

Example of calculation

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		67/95	75/95	80/95
Bid Evaluated Price		\$40,000.00	\$50,000.00	\$30,000.00
Calculations	Technical Merit Score	67/95 x 75 = 52.89	75/95 x 75 = 59.21	80/95 x 75 = 63.16
	Pricing Score	30/40 x 25 = 18.75	30/50 x 25 = 15	30/30 x 25 = 25
Combined Rating		71.64	74.21	88.16
Overall Rating		3rd	2nd	1st



PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

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

1.2 Former Public Servant – Competitive Bid

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

The Bidder must complete the attached "Former Public Servant – Competitive Bid Form" in Annex D.

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's



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

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

2.2 Education and Experience

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



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers' Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

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

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

At Section 19 Copyright

Delete: In its entirety

Insert:

1. In this section:
"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.



"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;

"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;

2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

3. Security Requirement

3.1 There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to **March 31, 2021 inclusive**.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Angela Quan
Procurement Specialist
Environment and Climate Change Canada



105 McGill, 5th Floor, Montreal QC H2Y 2E7
Telephone: 514-496-5979
Facsimile: 514-283-4439
Email address: angela.quan2@canada.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

(It will be inserted at contract award.)

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

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

5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

(It will be inserted at contract award.)

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



6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ (*It will be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

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

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$_____. (*It will be inserted at contract award*). Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



7.3 Time Verification

C0705C (2010-01-11) Time Verification

7.4 PWGSC SACC Manual Clauses

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

8. Invoicing Instructions

8.1 Milestone Payments

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

- (a) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) all such documents have been verified by Canada;
- (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

9. Certifications

9.1 Compliance

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

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010B General Conditions - Professional Services (Medium Complexity) (2018-06-21) as modified;



- (c) Annex A, Statement of Work;
- (d) Annex B, Financial Bid Evaluation and Basis of Payment;
- (e) Annex C, Supplier list of names;
- (f) Annex D, Former Public Servant – Competitive Bid Form;
- (g) the Contractor's bid dated _____, as clarified on _____ or as amended on _____ .
(It will be inserted at contract award.)



ANNEX A STATEMENT OF WORK

Title: Levelized cost of electricity calculator 2.0 and trends forecasts

1. Introduction

The levelized cost of electricity (LCOE) is an accepted measure to compare sources of electricity generation in terms of their ability to provide the lowest cost electricity. As a source of information, LCOE values are frequently used to assess model predictions for accuracy. Such models can include those that estimate emissions, power grid makeup, etc.

While LCOE is useful as a 'quality control' in emissions models (as these values are highly sensitive to energy prices and other operating costs), Environment and Climate Change Canada (ECCC) representatives need to understand the implications of these cost sensitivities and how they response to various (economic) drivers.

This Contract seeks to take the existing quantitative framework (**LCOE CALCULATOR 1.0**) which projects LCOE trends for various forms of electricity generating units, and update the calculator by adding cost sensitivities analyses of the input variables to the LCOE model, as outlined in the Objectives.

2. Background

The Electricity and Combustion Division (ECD) of ECCC routinely gathers economic information on various electricity generation technologies. This information is used to forecast future generating costs and to gain a better understanding of the costs and benefits of potential electricity sector regulations.

The purpose of this work requirement is to gain updated regional economic estimates of electricity generating plants in Canada. The deliverables will increase ECCC's knowledge of the feasibility of adding various types of electricity generating plants to the electrical grid and will inform future policy developments.

A key tool used to compare a variety of electricity generation technologies is the LCOE. LCOE in \$/MWh represents in a single value the total capital and operating costs and energy generation for a generation asset over its expected lifetime.

LCOE is generally calculated as:

$$LCOE = \frac{\text{Overnight Capital Cost} * CRF + \text{Fixed O\&M}}{8760 * \text{Capacity Factor} + \text{Variable O\&M}} + (\text{Fuel Costs} * \text{Heat Rate})/1000$$

Where,

- **LCOE** is the levelized cost of electricity, expressed in \$/megawatt hour (\$/MWh);
- **Overnight Capital Cost** is the initial investment per unit of capacity (i.e. cost of the plant), expressed in \$/Megawatt (\$/MW);
- **Capital Recovery Factor (CRF)** is a fraction that transforms the overnight capital expenditure into annual payments:



$$CFR = \frac{r(1+r)^n}{(1+r)^n - 1}$$

r = Discount rate: assumed effective rate at which future income streams are discounted

n = is the assumed lifetime of a new plant and the period over which the investment is computed

- **8760** is the number of hours in a year
- **Capacity Factor** is expressed as a ratio between 0 and 1. It is calculated by dividing the total amount of energy the plant produced during a period of time by the amount of energy the plant would have produced at full capacity.
- **Fixed Operations and Maintenance (FOM)** is the annual expenditure per unit of electricity generation capacity for operations and maintenance that is not related to the actual operating hours of the equipment such as building rentals and fixed labour, expressed in \$/MW/year.
- **Fuel Cost*Heat Rate** is the expenditure for fuel, expressed in terms of \$/MWh. As illustrated, it is the product of the heat rate of the equipment and the fuel cost in native units; the heat rate is measured in British thermal units per kilowatt-hour (Btu/kwh) and fuel cost is expressed in dollars per million British thermal units (\$/MMBtu).
- **Variable Operations and Maintenance (VOM)** is the expenditure per unit of generation for operations and maintenance, expressed in \$/MWh. This expenditure includes costs that are closely tied to the actual operating hours of the equipment.

LCOE discounts (using the time value of money) all capital costs, operating costs and energy output of a given generation asset to their present value equivalents. LCOE is a useful metric for comparing various electricity generation technologies because it allows for direct comparison between heterogeneous generating assets such as:

- Low capital cost to high operating cost generation technologies (such as simple cycle gas turbine generators), compared to
- High capital cost to low operating costs generation technologies (such as hydroelectric generators)

LCOE values, as described above, represent a useful way of quantitatively comparing electricity costs among various generation units. That is, it is a good indicator for planning investment decisions, such as building a new electricity generating facility.

LCOE, however, is not a good indicator of the economics of dispatching electricity generation at the distribution or transmission-level. Dispatchable generation refers to sources of electricity that can be used on demand and dispatched at the request of power grid operators, according to market needs on an hourly basis. Dispatchable generators can be turned on or off or can adjust their power output according to an economic, or otherwise, order (such as must-runs). This is in contrast to intermittent renewable energy sources such as wind power and solar power that cannot be controlled by operators solely on an economic order principle.

The cost of dispatching the next MWh of electricity is represented by the marginal cost of electricity generation. The marginal cost of electricity generation represents all Variable Operations & Maintenance (VOM) of the LCOE formula, expressed in \$/MWh.

It includes, but is not limited to:

- Incremental service cost (such as equipment that is serviced or replaced on a usage-based schedule)



- Unplanned maintenance (such as labour and materials required to fix or solve unplanned maintenance issues)
- Fuel waste disposal costs (such as biomass ash, nuclear waste)

3. Objectives

The ECD needs to develop outlook trends of all inputs to LCOE costs (such as FOM, VOM), as these are highly sensitive to qualitative considerations, including, but not limited to those listed below. As outlined in **Table 1: Schedule, Deliverables, Reporting Format**, this contract will span over fiscal years 2019-2020 and 2020-2021.

As such, the Contractor is tasked with developing a set of economically-sensitivity equations that works off the LCOE CALCULATOR 1.0 and allows the ECD to develop answers to the following, but not limited to, type of qualitative questions:

- **Investment considerations:** What future market characteristics of the Canadian (or provincial) economies, versus other economies, makes it more (or less) attractive to build a specific electricity generation facility?
- **Logistical considerations:** What transmission facilities (pipelines, electricity transmission capacity), exist or will be built such that these facilities provide the necessary goods and services to support a particular generation facility?
- **Emerging technological considerations:** Given logistical considerations of a region, what are future technological considerations for developing a specific generation facility? For example, will efficiency gains in solar generation equipment over the short- to medium-term make it economically feasible to generate electricity in northern regions? Alternatively, is a specific wind generation technology (suitable only to a particular region) poised to substantially penetrate into the generation market?
- **Marginal Cost (and its components):** The next MWh of electricity dispatched by generation type is explicitly modeled.

This work builds upon the results of the LCOE CALCULATOR 1.0, which calculates electricity unit costs in Canada (including all provinces and territories). The LCOE CALCULATOR 1.0 will be made available to all prospective Bidders during the bidding process. It will be used to update and further develop all inputs to existing LCOE values.

The Objectives of this contract are such that the Contractor is tasked with building upon the existing LCOE CALCULATOR 1.0, including updating and developing all inputs according to the following requirements:

- **Adapt** existing CALCULATOR 1.0 formulae to the set of representative electricity generation units provided by ECCC
- **Update and confirm** all existing inputs to CALCULATOR 1.0 formulae; updated CALCULATOR 1.0 becomes CALCULATOR 2.0
- **Develop** a dataset of outlook trends for all **inputs to LCOE** (using CALCULATOR 2.0)
- **Develop** a dataset of outlook trends for all final **LCOE** values (using CALCULATOR 2.0)
- **Produce** a written **Report** detailing the methodology for developing outlook trends of inputs to LCOE values and all LCOE values.



4. Scope of Work

The Contractor is required to conduct necessary research and analysis into the qualitative and quantitative cost drivers operating on all inputs to the LCOE formula.

LCOE cost drivers must be determined on a business as usual (BAU) basis. This means that cost drivers must not take into account potential market effects of policies and regulations adopted or announced, by federal or provincial governments.

The LCOE CALCULATOR 2.0 must consist of forecasted cost driver parameters with the following characteristics:

- **Adaptable** to user input
- **Sensitive** to underlying key economic factors that drive cost parameters, for example the effects on input fuel costs due to changes in internationally-traded crude oil prices
- **Illustrative** of how these cost parameters influence key drivers of the future electricity generation mix. For example, if the input fuel cost of natural gas-fired generation turbines increase by X% by 2030, the efficiency of these natural gas-fired turbines will increase by X% over the same period.
- **Substantiated** and **rationalized** by confirming with reputable sources and providing research documentation about reasonable and foreseeable technological improvements
- **Canadian values**, that is any input data must be Canadian in origin so as to best reflect the Canadian electrical industry
- **Regional**, that is have values for Canada, all ten (10) provinces and three (3) territories
- **Trends** over the 2019 to 2040 period and the update process is simple enough such that:
 - o short-term: 2019-2021; medium-term: 2022-2030; long-term: 2031-2040
 - o the last year of history can be easily updated (with revised historical data) by the user
 - o producing a revised forecast (based on the updated historical values) can be easily accomplished by the user

The Contractor shall complete the following **Tasks** over fiscal years 2019-2020 and 2020-2021 and as outlined in **Table 1: Schedule, Deliverables, Reporting Format**:

Task 1. Update and customize existing LCOE CALCULATOR 1.0

The LCOE CALCULATOR 1.0 must be **updated and customized** to take into account the following, but not limited to, inputs, assumptions and key drivers, as a baseline:

- Use the existing set of regional representative LCOE values provided by ECD as the start year (i.e., 2019)
- Update all historical inputs to LCOE values, such as, but not limited to:
 - o **Capital costs**: Overnight, as well as total investment costs. The latter includes the interest during construction. Overnight costs shall break out the cost items and shall include, but not be limited to, the owner's preconstruction costs, engineering costs, procurement and construction costs, and contingency.
 - o **Debt/Equity ratio**: The Contractor is to specify the debt/equity ratio it chooses and to justify its choice with reputable sources and research. The debt/equity ratio must also take into consideration any provincial or territorial regulations that may influence this ratio.
 - o **Fixed O&M costs**: Fixed costs shall be broken-out by cost items including, but not limited to, fixed maintenance costs, labour depreciation and financing costs



- (separate from the cost of capital such as return on equity).
- **Variable O&M costs:** Variable costs shall be broken-out by cost items including, but not limited to, variable maintenance costs and fuel. The aforementioned approach shall be designed such that fuel costs shall be sensitive to input fuel price in a nature that fuel costs can be varied using adjustable fuel price trajectories.
- **Fuel Costs:** Fuel costs shall be expressed in dollars per million British thermal units (\$/MMBtu) and must be sensitive to underlying key economic factors that drive cost parameters trajectories.
- **Heat Rate:** heat rate, measured in British thermal units per kilowatt-hour (Btu/kwh), can vary substantially over time; hence, the Contractor should consider a range of heat rate values and show how they change through time.
- **Decommissioning costs:** Decommissioning costs shall include costs associated with decommissioning of a unit within a power plant, and costs associated with overall decommissioning of a typical power plant present valued to the commissioning year.
- **Total Levelized Cost of Electricity (LCOE):** The Contractor shall adopt the method for the calculation of the LCOE as outlined in the **Background**.

LCOE CALCULATOR 1.0 is now **LCOE CALCULATOR 2.0**.

Task 2. Develop a FORECAST DATASET of all INPUTS to LCOE values using LCOE CALCULATOR 2.0

Use **CALCULATOR 2.0** to build a forecast dataset of all **INPUTS** to LCOE values (as listed in Task 1) for the time horizon up to 2040. These values must consider historical trends and forecasts of economic variables, such as, but not limited to the following drivers of input costs:

- **Investment considerations:** What future market characteristics of the Canadian (or provincial) economies makes it more (or less) attractive to build a specific electricity generation facility?
- **Logistical considerations:** What transmission facilities (such as pipelines, electricity transmission capacity), exist or will be built such that these facilities provide the necessary goods and services to support a particular generation facility?
- **Emerging technological considerations:** Given logistical considerations of a region, what are future technological considerations for developing a specific generation facility? For example, will efficiency gains in solar generation equipment over the short- to medium-term make it economically feasible to generate electricity in northern regions? Alternatively, is a specific wind generation technology (currently suitable only to a particular region) poised to substantially penetrate into the generation market?
- **Marginal cost (and its components):** The next MWh of electricity dispatched by generation type is explicitly modeled.

The dataset must also have, but not be limited to, the following characteristics:

- Is created in Microsoft Excel (2016) such that it will easily allow ECCC staff to view, update and create new trend forecasts.
- Annual in frequency and spans the 2019 to 2040 period.



Task 3. Develop a FORECAST DATASET of TOTAL LCOE values using CALCULATOR 2.0

Use **CALCULATOR 2.0** to build a **forecast dataset** of total **LCOE** values that have the following, but not limited to, characteristics:

- Is a reflection of possible material technological efficiencies or breakthroughs that may significantly affect capital and operating costs from 2019 to 2040.
- Incorporating changes/assumptions in applicable economic drivers of capital and operating costs such as, but not limited to: international fuel prices, domestic fuel prices, exchange rates, consumer demand, overall GDP growth, etc.
- Parameterizes the influence of the key drivers, that is determines a relationship about key drivers (or assumptions) and cost components, for example, the efficiency of natural gas turbines will increase by X per cent per year as the price of natural gas doubles each ten years.
- Is created in Microsoft Excel (2016) such that it will easily allow ECD staff to view, update and create new trend forecasts.
- Annual in frequency and spans the 2019 to 2040 period. The Contractor must ensure that the update process is simple enough such that:
 - o the last year of history can be easily updated (with revised historical data) by the user
 - o producing a revised forecast (based on these updated historical values) can be easily accomplished by the user

Task 4. Assess the overall QUALITY/ROBUSTNESS of the forecast method and results

To be considered robust, the Contractor will ensure that the methodology and results of LCOE CALCULATOR 2.0 are **assessed and rationalized** against the methodology and results from LCOE CALCULATOR 1.0 using the following table:

CRITERIA	ASSESSMENT/RATIONALIZATION	
	CALCULATOR 2.0	CALCULATOR 1.0
Adjustable to user input.		YES: <ul style="list-style-type: none"> - Generic: region, year - Financial: inflation, exchange rate, discount rate (return on equity, long term debt rate) - LCOE cost inputs
Sensitive to underlying key economic factors that drive cost parameters, for example the sensitivity/effect on input fuel costs due to changes in internationally-traded crude oil prices.		SOMEWHAT: <ul style="list-style-type: none"> - Adjusts only to constant rate of inflation and 2018 exchange rate (user-input)
Illustrative of how cost parameters influence key drivers of <u>future</u>		NO



<p>electricity generation mix, for example if the input fuel cost of natural gas-fired generation turbines increase by X% by 2030, the efficiency of these natural gas-fired turbines will increase by X% by 2030.</p>		
<p>Substantiated and rationalized by confirming with reputable sources and providing research documentation about reasonable and foreseeable <u>emergent technological improvements</u>.</p>		NO
<p>Canadian values, that is any input data must be Canadian in origin so as to best reflect the Canadian electrical industry.</p>		PARTIALLY: multiple input costs translated to 2018 Canadian dollars via exchange rates
<p>Regional, that is has values for Canada, all ten (10) provinces and three (3) territories.</p>		YES
<p>Trends over the 2019 to 2040 period and:</p> <ul style="list-style-type: none"> - Short-term: 2019 to 2021 - Medium-term: 2022 to 2030 - Long-term: 2031-2040 - Historical data can be easily updated by the user - Producing a revised forecast (based on these revised historical values) easily accomplished by the user 		<p>YES:</p> <ul style="list-style-type: none"> - But only for user-adjusted inputs; note: these are not 'modeled equations'

Task 5. Finalization and Submission

The Contractor must prepare and submit to the Departmental Representatives finalized versions of Project Deliverables.

Notes:

- The list of Task elements in this document is comprehensive, but may not be exhaustive. The Contractor is encouraged and expected to provide any additional information discovered during the course of this work that is deemed relevant in fulfilling the objectives of this contract.



- All Task results are subject to approval of the Departmental Representative.

5. Language of Work

The Contractor will conduct all work in English and will provide written materials in a language style consistent with that used in the preparation of normal business dealings, e.g., submission of project tenders, equipment documentation, etc.

6. Deliverables

As outlined in **Table 1: Schedule, Deliverables, Reporting Format**, this contract will span over fiscal years 2019-2020 and 2020-2021.

Deliverable 1. Work Plan Submission and Table of Contents for Written Report at Kick-Off Meeting

The Contractor will submit to the Departmental Representative, in written form, via electronic mail:

- A project **Work Plan** to be applied in this project that includes, but is not limited to:
 - o An outline of the proposed Resources
 - o Milestones
 - o Timeline
 - o Project Approach
- An annotated **Table of Contents** for the subsequent **Draft Report** referred to in Deliverable 3.

The aforementioned discussion of methodology and approach shall include identification of any data sources outside of the Contractor's control and the collection methods the Contractor intends to use to obtain any such data. The aforementioned annotated **Tables of Contents** shall include sufficient detail to understand the nature of the elements included.

A detailed assessment of data needed to successfully complete the stated work must also be submitted by the Contractor. The assessment shall include, but not be limited to, a discussion on any information gaps and/or uncertainties associated with the aforementioned data that may compromise the Contractor's ability to complete the stated work. The aforementioned discussion shall include, but not be limited to, an assessment of how the aforementioned uncertainties and/or information gaps may affect the quality of the Deliverables and explain the impact of any approximations or workarounds on the manner in which the information may be used.

The Contractor shall provide options, in writing, for resolving the aforementioned significant uncertainties and/or information gaps, for selection and written approval by the Departmental Representative. The aforementioned Deliverable 1 shall be the product resulting from the completion of Task 1.

The aforementioned Deliverable 1 shall utilize electronic media, which can be read and modified by the Microsoft Windows Office Word program (version 2007 or later).

The aforementioned Deliverable 1 shall be reviewed and commented on by ECCC and comments shall be provided to the Contractor within 2 weeks after receipt of Deliverable 1. Subsequent draft reports are to reflect the comments provided.

Deliverable 2. The Contractor will develop a Draft Report (in Microsoft Word) for review by Departmental representative

The Contractor will ensure that the Draft Report meets all the Contract objectives.

Deliverable 3. The Contractor will develop a Draft Final Report

The Contractor will present a Draft Final Report for review and approval by the Departmental Representative.

Deliverable 4. The Contractor will deliver a Presentation

Upon completion of the work for the Final Report and Database, the Contractor will make a **Presentation** to the Department Representative and in front of a select departmental audience chosen by the DR.

7. Schedule, Deliverables & Reporting Format

The Deliverables and Schedule are outlined below in Table 1.

Table 1: Schedule, Deliverables, Reporting Format

No	Deliverables	Reporting Format	Schedule (weeks from contract signature)
1.	Deliverable 1: Work Plan Submission and Table of Contents	Over phone and MS Word	Within [4] (Fiscal Year 2019-20)
2.	Task 1: Update/Confirmation of LCOE CALCULATOR 2.0	MS Excel	Within [8] (Fiscal Year 2019-20)
3.	Task 2: Development of a DATASET of Trends/Outlooks of INPUTS to LCOE values	MS Excel	Within [20] (Fiscal Year 2019-20)
4.	Task 3: Development of a DATASET of Trends/Outlooks of LCOE values	MS Excel	Within [30] (Fiscal Year 2020-21)
5.	Deliverable 2: Production of a DRAFT REPORT	MS Word	Within [34] (Fiscal Year 2020-21)
6.	Deliverable 3: Production of a DRAFT FINAL REPORT	MS Word	Within [38] (Fiscal Year 2020-21)
7.	Deliverable 4: Delivery of a PRESENTATION	PowerPoint via WebEx	Within [40] (Fiscal Year 2020-21)
8.	End of Contract (by March 13, 2021) All invoices are submitted		Within [44] (Fiscal Year 2020-21)

All deliverables must be provided in the required electronic format and submitted to the Departmental Representative. In addition to the Final Report, the Contractor will provide to the Departmental Representative electronic copies of all background documents (including reports, papers, notes, text, and raw data) used for the delivery of this Contract.

8. Crown Input

ECCC will be responsible for providing the Bidders with an editable version of the Midgard Report, LCOE CALCULATOR 1.0 and resulting dataset, complete with any additions made by ECCC since its original publication.



**ANNEX B
FINANCIAL BID EVALUATION AND BASIS OF PAYMENT**

The Bidder must complete the Financial Bid Table provided below for the contract period. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The price proposal should indicate a detailed breakdown of the total quoted price. The price proposal should address each of the following as applicable:

- (a) Labour
- (b) Equipment (if applicable)
- (c) Supplies (if applicable)
- (d) Travel (if applicable)

Table 1. Period of the contract: Date of Contract award to March 31, 2021 inclusive

Description	Cost (\$ CAD)
<p><u>Payment 1</u></p> <ul style="list-style-type: none"> • Task 1: Update/Confirmation of LCOE CALCULATOR 2.0 • Task 2: Development of a DATASET of Trends/Outlooks of INPUTS to LCOE values 	_____ \$
<p><u>Payment 2</u></p> <ul style="list-style-type: none"> • Task 3: Development of a DATASET of Trends/Outlooks of LCOE values • Deliverable 2: Production of a DRAFT REPORT 	_____ \$
<p><u>Payment 3</u></p> <ul style="list-style-type: none"> • Deliverable 3: Production of a DRAFT FINAL REPORT • Deliverable 4: Delivery of a PRESENTATION 	_____ \$
<p>Total Cost (TPS/TVH excluded)</p>	_____ \$

The Contractor will be paid the value of the signed Contract as per the following schedule:

1. A payment of 30% of total cost plus taxes following the completion, delivery and acceptance of **Task 1 and 2**; and
2. A payment of 30% of total cost plus taxes following the completion, delivery and acceptance of **Task 3 and Deliverable 2**; and
3. A payment of 40% of total cost plus taxes following the completion, delivery and acceptance of **Deliverables 3 and 4**.



**ANNEX C
SUPPLIER LIST OF NAMES**

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

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

*** Mandatory Information / Informations obligatoires**

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



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

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

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

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

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



ANNEX D FORMER PUBLIC SERVANT – COMPETITIVE BID FORM

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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



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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

Name and Signature

Date