

Questions and Answers 4 – W6369-20-X033 – RFP – Environmental Compliance Auditors

Number	Questions/Answers/Modifications
Question 1	<p>With regard to the above solicitation, we have noted that, among other criteria, the bidder must demonstrate that the proposed resources have a valid Compliance Environmental Auditor (CEA) certification issued by the Canadian Environmental Certification Approvals Board (CECAB). Is the certification delivered by the Quebec Association of Environmental Auditing (AQVE) also acceptable for MT1?</p>
Answer 1	<p>Note to Bidders: This Answer is no longer valid, please see Answer 5.</p> <p>The Department of National Defence is a federal organization with workplaces in the ten provinces and three territories. This being said, applicable environmental law includes federal legislation and requires a firm grasp of the laws in each province.</p> <p>The Quebec Association of Environmental Auditing (AQVE) awards the title of Compliance Environmental Auditor (CEA) according to the requirements of the Standards Council of Canada. The process for obtaining certification includes the need to demonstrate the skills acquired.</p> <p>Appendix C of the Certification Criteria Certified Environmental Auditor (CEA) on the AQVE site indicates:</p> <p>[Translation]</p> <ul style="list-style-type: none"> • Scope of practice – The training must include a minimum of the following content for someone to be deemed to have acquired the skills required to practice environmental auditing in Quebec. • Qualification in environmental law – Knowledge of the environmental acts and regulations of Quebec and Canada. <p>(http://aqve.com/Documents/D005CriteresAagrementVEA_V2_FRapprouve.pdf)</p> <p>The AQVE criteria seem designed for environmental compliance audits in Quebec.</p> <p>Since DND is a Canadian organization with a presence in Quebec and the nine other provinces and three territories, it is essential to have qualified auditors at the national level. There seems to be a discrepancy between the certification required by DND and AQVE’s criteria to obtain a CEA, as well as a difference in scopes of practice. Given the risk level, DND is uneasy about accepting the AQVE’s CEA certification as an equivalent.</p> <p>DND has thus examined the question and the solicitation will remain unchanged.</p>
Question 2	<p>The document in several sections (Page 18 RT2; Page 19 RT3; Page 43 RT2; Page 44 RT3) references ISO Registration Audits. The requirement relates to experience "leading ISO Registration Audits". Does this refer to a Third Party Registration audit (these are performed by a Registrar for the purpose of assessing conformity with the ISO 14001 Standard AND the granting of a Certificate of Registration. They are Certification or Accreditation audits) or to an internal audit at an organization which is registered to the ISO 14001 Standard for the purpose of assessing conformity with the ISO 14001 Standard in line with the Internal Audit requirements of the Standard?</p>

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Answer 2	<p>National Defence is using the term “ISO 14001 registration audits” to mean: third party audits using qualified ISO 14001 Environmental Management Systems Lead Auditors that result in an accreditation body recognised by the Standards Council of Canada issuing a registration certificate (certification) to an organisation.</p> <p>Accreditation bodies and their scopes of application are published on the Standards Council of Canada web site: https://www.scc.ca/en/accreditation/management-systems/directory-of-accredited-bodies-and-scopes</p>
Question 3	<p>In terms of the performance of the environmental compliance audits, can the Department of National Defence indicate how many proposed audits are planned per year and the proposed location of the audits for year 1 to 3?</p>
Answer 3	<p>The Department of National Defence is seeking environmental compliance auditors on an as and when required basis. Each audit will be initiated through a Task Authorization that will be discussed with the Contractor before any work is conducted. Page 11 of 51 of the RFP provides an estimated level of service for the work to be conducted. Each audit is anticipated to be approximately 6 to 10 person days.</p>
Question 4	<p>Page 10 of 51 of the RFP document describes the contents required in Section III: Certifications and Section IV: Additional Information of bidder proposals. These two sections have the same text for the first paragraph – seeming to read that each of Sections III and IV of the proposal should provide certifications required under Part 5, and as applicable, any associated additional information.</p> <p>Can you please clarify the requirements for inclusion in each of Sections III and IV of proposal submissions? Thank you.</p>
Answer 4	<p>A.) Section III requires the Bidder to provide the information, if applicable, found in Part 5 of the RFP:</p> <ul style="list-style-type: none">- The Bidder should address each section in Part 5 as required and applicable;- Regarding Sections 5.1.1, 5.2.1, and 5.2.2. of Part 5, it is recommended that the Bidder read the links provided to determine whether or not these sections are applicable and if any additional information needs to be provided in the proposal.- The Bidder must certify in their proposal Sections 5.2.3.1, 5.2.3.2, and 5.2.3.3. The manner in which they choose to demonstrate certification is at the discretion of the Bidder. <p>B.) Section IV requires the Bidder to provide additional information regarding:</p> <ul style="list-style-type: none">- their legal name;- their Procurement Business Number (PBN);- the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and e-mail address) authorized by

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	<p>the Bidder to enter into communications with Canada with regard to their bid, and any contract that may result from their bid; and</p> <ul style="list-style-type: none"> - for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information. <p>If the certifications required under Part 5 are addressed in Section III of the proposal, then that information does not need to be repeated again in Section IV.</p>
Question 5	<p>Page 15 of 51 of the RFP document provides Mandatory Technical Criteria (MT). Criteria MT1 indicates that each of the proposed resources must have a valid Compliance Auditor – Environmental Professional (Compliance Environmental Auditor (CEA) as per the Canadian Environmental Certification Accreditation Board. Will the Department consider auditors holding a Vérificateur environnementale agréé (VEA) granted by l'Association québécoise de vérification Environnementale (AQVE) as equivalent to an EP(CEA) designation?</p>
Answer 5 / Amendment #1	<p>At ATTACHMENT 1 TO PART 4, EVALUATION CRITERIA, DELETE MT1, MT2, and RT1 only, and INSERT the following:</p>

Mandatory Technical Criteria (MT)			
#	Mandatory Requirement	Bidder Substantiation	Reference to additional Substantiating Materials included in Bid
THE BIDDER'S PROPOSED RESOURCES			
TWO (2) ENVIRONMENTAL COMPLIANCE AUDITORS			
MT1	<p>The Bidder must demonstrate that each of the proposed resources have a valid Compliance Auditor – Environmental Professional (Compliance Environmental Auditor (CEA)) certification as per the Canadian Environmental Certification Accreditation Board (https://www.eco.ca/EPRoster/) OR has a valid Vérificateur environnementale agréé (VEA) certification as per l'Association québécoise de vérification Environnementale (AQVE) (http://www.aqve.com/fr/agrees/liste-des-agrees).</p> <p>The resources must each be listed in the Canadian Environmental Certification Accreditation Board registry or the Liste des agréés – Coordonnées de l'Association québécoise de vérification Environnementale.</p>		<p>The Bidder must demonstrate the date the CEA or VEA certification was obtained for each resource.</p>

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MT2	The Bidder must demonstrate that each of the proposed resources have a minimum of five (5) years of experience in environmental compliance auditing in at least two (2) Canadian provinces or territories since obtaining their CEA or VEA.		The Bidder must submit a summary with complete details as to where, when (month and year), and how, through which activities/ responsibilities, the stated qualifications/ experience were obtained.
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#	Rated Requirements	Scoring Method	Max / Min Score	Reference to additional Substantiating Materials included in Bid
THE BIDDER'S PROPOSED RESOURCES				
TWO (2) ENVIRONMENTAL COMPLIANCE AUDITORS				
RT1	In addition to MT2, the Bidder should demonstrate that each of the proposed resources have more than five (5) years of experience in environmental compliance auditing in at least two (2) Canadian provinces or territories since obtaining their CEA or VEA.	More than 5 years to 10 years of experience = 10 points More than 10 years to 15 years of experience = 20 points More than 15 years of experience = 30 points	Max = 60 points (max of 30 pts per resource)	The Bidder should submit a summary with complete details as to where, when (month and year), and how, through which activities/ responsibilities, the stated qualifications/ experience were obtained.

Answer 5 / Amendment #2	At APPENDIX B TO ANNEX A – TASK AUTHORIZATION (TA) GRID , DELETE MT1, MT2, and RT1 only , and INSERT the following:
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ENVIRONMENTAL COMPLIANCE AUDITOR	
Number	Mandatory Evaluation Criterion
MT1	The Contractor must demonstrate that the proposed resource has a valid Compliance Auditor – Environmental Professional (Compliance Environmental Auditor (CEA)) certification as per the Canadian Environmental Certification Accreditation Board (https://www.eco.ca/EPRoster/) OR has a valid Vérificateur environnementale agréé (VEA) certification as per l'Association québécoise de

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	<p>vérification Environnementale (AQVE) (http://www.aqve.com/fr/agrees/liste-des-agrees).</p> <p>The resource must be listed in the Canadian Environmental Certification Accreditation Board registry or the Liste des agréés – Coordonnées de l'Association québécoise de vérification Environnementale. Additionally, the Contractor must demonstrate the date the CEA or VEA certification was obtained.</p>
MT2	<p>The Contractor must demonstrate that the proposed resource has a minimum of five (5) years of experience in environmental compliance auditing in at least two (2) Canadian provinces or territories since obtaining their CEA or VEA.</p>

#	Rated Requirements	Scoring Method	Max / Min Score
ENVIRONMENTAL COMPLIANCE AUDITOR			
RT1	<p>In addition to MT2, the Contractor should demonstrate that the proposed resource has more than five (5) years of experience in environmental compliance auditing in at least two (2) Canadian provinces or territories since obtaining their CEA or VEA.</p>	<p>More than 5 years to 10 years of experience = 10 points</p> <p>More than 10 years to 15 years of experience = 20 points</p> <p>More than 15 years of experience = 30 points</p>	<p>Max = 30 points</p>

Question 6	<p>Page 19 of 51 indicates Rated Criteria RT3, which states that the Bidder should demonstrate that each of the proposed resources have experience leading ISO 14001 registration audits. Registration audits may only be completed by registrars, who have been granted this designation by the Standards Council of Canada. These organizations perform ISO registration audits only, and do not perform regulatory compliance audits. Please advise further and clarify the intention of Rated Criteria RT3.</p>
Answer 6	<p>See Answer 2.</p>
Question 7	<p>Page 36 of 51, Annex A – Statement of Work, Section 5 – Deliverables, implies in several areas that site work is required as part of conducting the required audits (for example, in s. 5.1.1, and throughout s. 5.2). However, in Section 6 – Location of Work (specifically in s. 6.1) the RFP Indicates that the Contractor will be expected to conduct the work at their own facilities.</p> <p>Can the Department please clarify its expectation for on-site vs. off-site work to be conducted at DND locations? In the case that on-site work is required at various Bases and Wings, can the Department please clarify whether travel and living expenses will be covered for locations outside of the NCR?</p>

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Answer 7	Travel outside of the NCR will be reimbursed up to the amounts listed in Section 2.0 in Annex B – Basis of Payment. Any Travel required outside of the NCR will be specified in the resulting Task Authorizations.
Question 8	Page 48 of 51 includes Annex C – Non-Disclosure Agreement. Is this Agreement required to be signed and submitted with Bidders’ proposal submissions, or is the intent to complete this Agreement following award, by successful Bidders only?
Answer 8	Annex C – Non Disclosure Agreement is not required to be submitted with the Bidder’s proposal. It is required to be signed after contract award by the successful Bidder’s proposed resources.
Amendment #3	The bid solicitation closing date is hereby extended to Wednesday, 15 April 2020, 2:00pm EDT.
Question 9	In the recent Amendment (Answer 5 / Amendments # 1 and 2) a discrepancy in the Point Rated Technical Criterion (RT1) is noted. The Maximum Score for RT1 in the RFP in Attachment 1 to Part 4, Technical Criteria (Page 17 – Point Rated Technical Criteria) is 60 Points. In Appendix B to Annex A (Page 43) and in Amendment (Answer 5/ Amendment # 2) the Maximum Score is 30 points. Initially this Point Rated Technical Criterion (related to compliance audit experience) was rated as 60 points (30 per resource). Is the Maximum Score for RT1 60 points (30 for each resource)? There is a further discrepancy in the original RFP – RT3 (the criterion related to ISO Registration audits) is listed as 30 points on Page 19 and as 15 Points on Page 44. Please clarify the point ratings for RT1 and RT3.
Answer 9	<p>Answer 5 / Amendment #1 pertains to ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA which describes the Technical Criteria for two (2) Environmental Compliance Auditors to be evaluated at bid closing. RT1 is max 60 points (max of 30 points per resource). RT3 is max 30 points (max of 15 points per resource).</p> <p>Answer 5 / Amendment #2 pertains to APPENDIX B TO ANNEX A – TASK AUTHORIZATION (TA) GRID which describes the Technical Criteria used to evaluate additional resources, if and when required, after Contract Award and called upon via the Task Authorization process described in Section 6.1.1 and APPENDIX A TO ANNEX A – TASKING ASSESSMENT PROCEDURE. The proposed additional resource will be evaluated individually, hence RT1 max is 30 points and RT3 max is 15 points.</p>
Question 10	Section 5.2.3.1 of the RFP references submission of résumés for resources who are not employees of the Bidder. There is no other reference to a requirement to submit résumés for resources who are employees of the Bidder. Is this a requirement – should résumés for each resource be submitted.
Answer 10	Resumes are required as part of the Bidder’s proposal in order to substantiate experience of the proposed resources, in addition to the other requirements listed in the RFP.