



**Return Bids to :**

**Retourner Les Soumissions à :**  
Natural Resources Canada

[raymond.thai@canada.ca](mailto:raymond.thai@canada.ca)

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

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

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

**Comments – Commentaires**

**Issuing Office – Bureau de distribution**

Finance and Procurement Management  
Branch  
Natural Resources Canada  
580 Booth Street, 5<sup>th</sup> Floor  
Ottawa, Ontario  
K1A 0E4

<b>Title – Sujet</b>	
<b>Defining Intersectional Gender-Based Issues in Energy Efficiency in Canada</b>	
<b>Solicitation No. – No de l’invitation</b>	<b>Date</b>
<b>NRCan-5000053188</b>	June 19, 2020
<b>Requisition Reference No. - N° de la demande</b>	
5000053188	
<b>Solicitation Closes – L’invitation prend fin</b>	
<b>at – à 02:00 PM</b> (Eastern Daylight Time (EDT))	
<b>on – le July 29, 2020</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b>	
<a href="mailto:raymond.thai@canada.ca">raymond.thai@canada.ca</a>	
<b>Telephone No. – No de telephone</b>	
(343) 543-7427	
<b>Destination – of Goods and Services:</b>	
<b>Destination – des biens et services:</b>	
580 Booth Street Ottawa, ON K1A 0E4	
<b>Security – Sécurité</b>	
There is no security requirements associated with this requirement.	
<b>Vendor/Firm Name and Address</b>	
<b>Raison sociale et adresse du fournisseur/de l’entrepreneur</b>	
<b>Telephone No.:- No. de téléphone:</b>	
<b>Facsimile No.:- No. de télécopieur:</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>	
_____ Signature	_____ Date



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

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



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

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

### **1.2 Summary**

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders to develop a comprehensive report in order to define intersectional gender-based issues in energy efficiency in Canada using a gender-based analytical process. This will enable the Demand Policy and Analysis Division (DPAD) of NRCan to use this process as a tool with policy development.

#### **1.2.1 Trade Agreements**

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

### **1.3 Debriefings**

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The **2003** (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

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

Subsection 5.4 of **2003**, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

**raymond.thai@canada.ca**

#### **IMPORTANT**

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

**NRCan – 5000053188 – Defining Intersectional Gender-Based Issues in Energy Efficiency in Canada**

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

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

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



### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4 Applicable Laws

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

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

### 2.5 Improvement of Requirement During Solicitation Period

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



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 PDF File)

Section II: Financial Bid (1 PDF File) in a separate file and document

Section III: Certifications (1 PDF File) in a separate file and document

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) use a numbering system that corresponds to the bid solicitation.

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

#### **Section II: Financial Bid**

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

#### **Exchange Rate Fluctuation**

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

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Appendix #1 – Evaluation Criteria.

### 4.2 Basis of Selection

#### 4.2.1 Median

- If there are **three (3)** responsive proposals who have submitted financial proposals  $\geq 10\%$  below the median price of the responsive proposals and  $\leq 20\%$  over the median price of the responsive proposals, all other bids will be declared non-responsive only those bids within that range will be given further consideration.
- If there are only **two (2)** technically responsive proposals, the Highest Combined Rating of 60% Technical and 40% price will be applied immediately.
- Finally, if at least **one (1)** technically responsive proposal has been submitted and the price is ascertained as fair and reasonable (at the sole discretion of the contracting authority), the contracting authority will recommend award to that vendor.

#### 4.2.2 Highest Combined Rating of Technical Merit and Price

To be declared responsive, a bid must:

- a. Comply with all the requirements of the bid solicitation;
- b. Meet all the mandatory evaluation criteria; and
- c. Obtain the required minimum overall pass mark specified in Appendix #1 for the point rated technical criteria.
- d. The responsive (compliant) bids will be evaluated based on the table below
- e. In the event of a tie, the bidder with the higher point rated score for Rated Criteria R1 will be recommended for contract award.





The final evaluation would then include an evaluation of the proposals of only the remaining responsive bidders, depicted in the following table:

<b>Example</b>				
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>	<b>Bidder 4</b>
<b>Technical Total Points</b>	88	82	85	85
<b>Total Bid Price</b>	\$91,000	\$80,000	\$75,000	\$65,000

Step 1: Note that the median price is \$77,500 (average of middle prices). The median price minus 10% would be \$69,750. The financial proposal of Bidder 4 would be considered non-compliant, since it is below the **median minus 10%**. (The acceptable range, in “Step 1” above, would be from \$69,750 to \$93,000 (\$77,500 -10%/+20%))

<b>Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)</b>			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	88/100	82/100	85/100
Total Bid Price	C\$91,000	C\$80,000	C\$75,000
Calculations	Technical Merit Score x 60	Pricing Score x 40	Combined Rating
Bidder 1	88/100 x 60 = 52.80	75/91 x 40 = 32.97	85.77
Bidder 2	82/100 x 60 = 49.20	75/80 x 40 = 37.5	86.77
Bidder 3	85/100 x 60 = 51.00	75/75 x 40 = 40.00	91.00

In this scenario, Bidder 3 is the compliant bidder with the highest final score and therefore recommended for contract award. In the event that two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all of the point rated technical criteria detailed in Appendix #1, will be recommended for contract award.



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – List of Names

In accordance with the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

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

Name of Bidder: \_\_\_\_\_

OR



Name of each member of the joint venture:

Member 1: \_\_\_\_\_  
 Member 2: \_\_\_\_\_  
 Member 3: \_\_\_\_\_  
 Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

### 5.2.3 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the



Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

#### 5.2.4 Education and Experience

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

#### 5.2.5 Former Public Servant

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

##### Definitions

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

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

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

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



**Former Public Servant in Receipt of a Pension**

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

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

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

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

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

Professional fees	Amount
_____	_____
_____	_____

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



### 5.2.6 Aboriginal Designation

Who is eligible?

a) An Aboriginal business, which can be:

- i. a band as defined by the Indian Act
- ii. a sole proprietorship
- iii. a limited company
- iv. a co-operative
- v. a partnership
- vi. a not-for-profit organization

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

OR

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

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

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

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

---

Signature of Authorized Representative

---

Date



## **PART 6 - SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

There are no security requirements associated with this RFP or any resulting contract.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_. (*to be completed at contract award*)

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

**2010B** (2020-05-28), General Conditions – Professional Services - Medium Complexity, apply to and form part of the Contract.

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

#### 7.2.2 Supplemental General Conditions

The following clauses apply to this contract:

**4006** (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information.

### 7.3 Dispute Resolution

#### *Mediation*

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

#### *Arbitration*

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





### *Meaning of "Dispute"*

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

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

## **7.4 Security Requirements**

**7.4.1** There is no security requirement applicable to this Contract.

## **7.5 Term of Contract**

### **7.5.1 Period of the Contract**

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

## **7.6 Authorities**

### **7.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: **Raymond Thai**  
Title: Procurement Officer  
Organization: Natural Resources Canada  
Address: 580 Booth Street, Ottawa, ON K1A 0E4  
Cellphone: 343-543-7427  
E-mail address: [raymond.thai@canada.ca](mailto:raymond.thai@canada.ca)

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

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

The Project Authority for the Contract is:

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



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

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

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

**7.7 Proactive Disclosure of Contracts with Former Public Servants**

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

**7.8 Payment**

**7.8.1 Basis of Payment – Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex “B” for a cost of \$ \_\_\_\_\_ (to be provided 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.

**7.8.2 Method of Payment**

**Milestone Payments**

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

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

**7.9 Invoicing Instructions**

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

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

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

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_ (*provided at contract award*)

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

## 7.10 Certifications

### 7.10.1 Compliance

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

## 7.11 Applicable Laws

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

## 7.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions **4006** (2010-08-16) - Contractor to Own Intellectual Property Rights in Foreground Information);
- (c) the general conditions **2010B** (2020-05-28), Professional Services - Medium Complexity;
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_, (*to be inserted at contract award*)

## 7.13 Foreign Nationals (Canadian Contractor)

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



OR SACC *Manual* clause **A2001C** (2006-06-16) Foreign Nationals (Foreign Contractor)

#### **7.14 Insurance**

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

#### **7.15 Contract Administration**

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



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## ANNEX “A” - STATEMENT OF WORK

### SW.1.0 TITLE

#### Defining Intersectional Gender-based Issues in Energy Efficiency in Canada

### SW.2.0 BACKGROUND

**Energy efficiency** is the end result of reducing the amount of energy used to deliver the same or better level of goods and services. Energy efficiency improvement generally occurs by adopting a more efficient technology or production process or by application of methods to reduce energy losses. It can be achieved with, for example, efficient household appliances subject to labelling and standards, electric vehicles (and efficient electrification of other energy end-uses), efficient renewable fuels in transportation and industrial applications, efficient heating and cooling technology in the built environment, and home retrofits that reduce heat loss. Energy efficiency also occurs on an electricity systems-level through connection and optimization of devices on a broad scale (e.g., smart cities and grids). Improved energy efficiency in a country leads to multiple benefits, including clean economic growth, reductions in energy poverty, lower greenhouse gas emissions, and other environmental, social, and economic benefits. It is often confused with energy conservation, which lowers energy demand by lowering services (e.g., reducing light or heat levels).

**Natural Resources Canada** (NRCan) has a mandate through the Energy Efficiency Act to promote energy efficiency. The Act allows the Minister, on approval of Treasury Board, to make and enforce regulations that prescribe standards and labelling requirements for energy-using products and products that affect energy use, and to collect data on energy use. NRCan also plays a role in providing leadership on energy efficiency in Canada, identifying and coordinating solutions across jurisdictions and creating national frameworks, standards and tools that can be used by other jurisdictions and organizations. This role helps to overcome financial and non-financial barriers to energy efficiency, including the lack of policies and technical capacity, high incremental costs, and low consumer awareness and confidence. The Demand Policy and Analysis Division (DPAD) within NRCan’s Office of Energy Efficiency’s (OEE) supports energy efficiency in Canada by providing strategic policy advice to support evidence-based decision making and to inform policies and programs.

To support this mandate, OEE aims to use **Gender-Based Analysis Plus** (GBA+) as a tool in all stages of program and policy design, development, and implementation. GBA+ is the process by which a policy, program, initiative or service can be examined for its impacts on various groups of women, men, and people with other gender identities. The “+” means the analysis must be **intersectional**, in that it examines multiple identity factors that intersect to make up the full identities of people of different genders, such as age, race, and income level.

This requirement will support the OEE with reliable, consistent data and information on intersectional gender-based issues related to energy efficiency across Canada. The information will fill a data gap in OEE and inform decision-making by supporting Budget, Cabinet and other key policy proposals with reliable and validated information. It is expected that this work will improve the OEE’s understanding of intersectional gender-based considerations, which will assist OEE when reviewing existing initiatives or developing, designing, and implementing new policies and programs, including when OEE conducts stakeholder consultation. This should result in policies and programs that consider the specific needs and circumstances of different populations in Canada, which should lead to better results in improving energy efficiency. Better results means increasing the uptake and improving the experience of energy efficiency solutions (including tools, technologies and practices that reduce energy use) for all Canadian consumers and businesses. Using a GBA+ lens is particularly important at OEE given the wide range of activities the OEE is involved in.



### SW.3.0 OBJECTIVES

NRCan, through OEE's DPAD, is seeking the services of an experienced consultant to develop a comprehensive report on gender-based issues in energy efficiency in Canada, using GBA+ as a lens/tool. The report will be used within DPAD as a resource to more fully integrate GBA+ into policy development. Sections of the report will achieve the following objectives:

1. Develop a **foundational overview** based on a literature review that effectively describes and analyzes key intersectional gender-based issues in the energy efficiency sector/workforce in Canada, using a GBA+ lens. This high-level overview will be useful for providing information to senior government officials interested in the highlights of key gender-based issues in energy efficiency in Canada. If information on the Canadian context is not available or if international examples would provide relevant information, these may also be introduced into the overview.
2. Develop a **detailed sector-based analysis** that more deeply analyzes the intersectional gender-based issues and barriers experienced by Canadians working in or accessing services/tools/technologies in Canada's energy efficiency sub-sectors (homes, buildings, electricity, industrial, and transportation sectors). This analysis will be useful to inform decision-making and the development of informed policy options across OEE's activities that are inclusive, equitable and non-adverse in terms of impacts.
3. Develop evidence-based **recommendations** that effectively characterize these issues, including criteria on how to consider these issues in energy efficiency policy-making, key messages that may be used in policy products, and performance indicators that could measure the impacts and inclusivity of our programs and allow us to continually evaluate and improve our practices in the future.

### SW.4.0 PROJECT REQUIREMENTS

#### SW.4.1 Tasks, Milestones, Deliverables and Schedule

##### Task, Milestone #1 – Preliminary Project Plan

- **Project plan** to be presented at a kick-off meeting. Plan should include the methodology that will be used to complete the report.

##### Task, Milestone #2 (25%) – Research/Literature Review

- Compile a **comprehensive list** and brief descriptions of key information sources on intersectional gender-based issues in the energy efficiency sector in Canada.
  - Include publicly available data and reports.<sup>1</sup>
  - Fill in any research gaps evident in OEE's past GBA+ work (SW.6.1).
  - Refer to international cases if appropriate to provide context.
- To fill identified data gaps in the existing literature and complete the full picture, consultations\* with implicated experts/groups such as social gender-focused organizations or energy efficiency organizations will be conducted over the phone or by email. The experts/groups would be suggested by NRCan or the supplier according to identified data gaps. NRCan will assist in the running of these consultations.

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<sup>1</sup> It may be possible to purchase data, such as from Statistics Canada, if valuable data is found but not publicly available.



*\*To ensure these consultations are accessible, suppliers must possess the software to be able to deliver the questions in accessible format (text to speech/speech to text) if over email, or phone technology for the hearing-impaired, if required. There will be no public opinion research. Definitions for consultations and public opinion research are provided at the end of this document.*

### **Task, Milestone #3 – Report outline**

- **Outline of report** should include anticipated chapters, sub-sections, brief content descriptions/lists, as well as methodology related to GBA+.

### **Task, Milestone #4 (50%) – Report (1<sup>st</sup> draft)**

- **First draft of report** submitted for review and subsequent revision(s).
- Included: literature review, primary research (if applicable), foundational overview, and detailed sector-based analysis. Recommendations are not yet required to be included.
- The overview and sector-based analysis should use Government of Canada GBA+ guidelines and other sources of information (SW.7.1), and the evidence gathered from the literature review and research stage. Include citations (footnotes are preferable) throughout.
- The **overview** of issues Canadians experience in trying to improve their energy efficiency or participate in the energy efficiency workforce in Canada should contain:
  - a general description of the intersectional gender-based issue or barrier identified,
    - [may consider financial/income barriers (ability to purchase energy efficiency services, technologies and products), access barriers (ability to participate in energy efficiency policies and programs<sup>2</sup>), social barriers, information barriers, employment barriers, and other types of barriers]
  - the data or information that identifies the issue,
  - the social, economic, or health impacts the issue causes on diverse identity groups of Canadians and their relative magnitude (using GBA+ as an analytical tool),
    - New or shifting socio-economic contexts in Canada should be considered.
  - a comparison perhaps to other fields.
- The **sector-based analysis** should describe the issues on a deeper and more detailed level (based on data, evidence, and potentially limited primary research), down to the services/tools/technologies in energy efficiency sub-sectors in society within which they have been observed. This should cover (but is not required to cover if evidence does not exist) energy efficiency areas like:
  - Homes (e.g. commercial products like efficient household appliances, efficient heating and cooling technology, energy efficiency retrofits that reduce energy loss, etc.)
  - Buildings (e.g. energy efficiency retrofits that reduce energy loss, electrification or efficiency improvements to heating and cooling technology, etc.)
  - Electricity systems (e.g. smart grids in cities/communities, electric vehicle charging infrastructure, district electric heating and cooling technology)
  - Transportation (e.g. using efficient renewable fuels, electric or other efficient vehicles, electric vehicle charging systems, etc.)
  - Industry (e.g. using efficient renewable fuels, electrification of processes, etc.)
  - Other emerging energy efficiency areas or trends.

### **Task, Milestone #5 (75%) – Report (2<sup>nd</sup> draft)**

- **Second draft of report** submitted for review and subsequent revision(s).

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2 Energy efficiency policies include those listed in SW.7.1.



- **Recommendations**, as well as conclusions and next steps, should be added to this draft following feedback received from the 1<sup>st</sup> draft. This will ensure that OEE is able to review the research and analysis conducted before the consultant does further work on developing recommendations. The recommendations should be evidence-based and reflect research and analysis conducted. They should include:
  - Recommended actions or criteria for OEE on how to take these issues into account in energy efficiency policy-making and program development in order to minimize inequity of access, participation and benefits.
  - Recommended key messages to use that effectively communicate intersectional, gender-based issues associated with energy efficiency in Canada, including separate messages intended for each:
    - an internal government audience, which may be used in future policy development products, and
    - a general public audience (including graphics/visuals for social media) that, in simple, plain language, raises awareness on how Canadians of all intersecting identities can overcome potential barriers to improving their energy efficiency or participating in the energy efficiency workforce, leading to benefits like energy poverty alleviation, lower energy costs, and environmental benefits.
  - Forward-looking GBA+ performance metrics and methodology that will allow OEE to measure the impacts of issues identified or recommendations implemented. This will enable us to have the internal capacity to continually track, monitor, measure, and improve our policy and program performance in the future.

**Task, Milestone #6 – Presentation**

- Prepare and deliver a short **presentation\*** to DPAD (using a Microsoft (MS) PowerPoint presentation deck) that gives a high-level look at the research, overview, analysis, and recommendations developed.
- Based on 2<sup>nd</sup> draft of report.

*\*Suppliers must ensure presentations are provided in Accessible format for individuals who may have a disability in the form of a visual or hearing impairment.*

**Task, Milestone #7 (100%) – Final Report**

- **Final report** submitted, which incorporates feedback from second draft and any feedback received during presentation to DPAD.
- The language should be clear, concise, easy to read, and appropriate for consumption by general policy-makers in NRCan. Formatting should be that of a standard professional report.

**Deliverables and Schedule**

Tasks	Deliverables/Milestones	Time Schedule
#1	Preliminary project plan and kick-off meeting	September 2020
#2	Research / Literature review <b>Milestone #2 = 25%</b>	October 2020
#3	Report outline	November 2020
#4	Report 1 <sup>st</sup> draft <b>Milestone #4 = 50%</b>	December 2020





#5	Report 2 <sup>nd</sup> draft <b>Milestone #5 = 75%</b>	January 2021
#6	Presentation	February 2021
#7	Final report <b>Milestone #7 = 100%</b>	March 31, 2021

#### SW.4.2 Reporting Requirements

The Project Authority will schedule weekly status meetings with the consultant to discuss progress, provide direction for any emerging issues the Contractor may have encountered, and ensure they are closely aligned with the team and the project milestones. These can be completed by email, teleconference, videoconference and/or in person for the more important tasks/deliverables (on the NRCan premises, 580 Booth St., Ottawa), should physical distancing restrictions due to the COVID-19 pandemic no longer be in place.

#### SW.4.3 Method and Source of Acceptance

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

### SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

#### SW.5.1 Contractor's Obligations

In addition to the obligations outlined in Section 2-4 of this Statement of Work, the contractor must:

1. keep all documents and proprietary information confidential;
2. adhere to the above deliverables schedule and incorporate revisions in a timely manner;
3. return any physical materials belonging to NRCan upon completion of the Contract;
4. submit all written reports electronically in Microsoft (MS) Word format and presentations in MS PowerPoint format;
5. participate in teleconferences and potentially in-person meetings at NRCan, if physical distancing restrictions are no longer in place;
6. follow guidelines by the Government of Canada (including by Status of Women Canada and the Department of Justice) outlined in section SW.7.1. and,
7. maintain all documentation in a secure area.

#### SW.5.2 NRCan's Obligations

NRCan shall:

1. ensure the team provides assistance or support as required;
2. aim to comment on draft reports within five (5) working days; and,
3. consider further requests for access within a reasonable notice to non-protected information such as government and departmental policies and procedures, publications, reports, and studies.



### SW.5.3 Location of Work, Work Site and Delivery Point

All tasks with the exception of Task #6 will be completed at the Contractor's place of business. Task #6 will be conducted at 580 Booth Street, Ottawa, ON K1A 0E4\* or will be delivered via videoconference if we are still facing physical distancing restrictions due to the COVID-19 pandemic.

**\*Contractor to be escorted at all times if presentation is conducted on-site at 580 Booth Street, Ottawa, ON K1A 0E4.**

Final report (Task #7) will be delivered to the Project Authority via email.

### SW.5.4 Language of Work

All reports and documentation must be submitted in English. Correspondence with NRCan may be in the Contractor's official language of choice (English and/or French).

## SW.6.0 APPLICABLE DOCUMENTS AND GLOSSARY

### SW.6.1 Applicable Documents

Government of Canada GBA+ guidelines and resources:

- Status of Women Canada's GBA+ Resources: <https://cfc-swc.gc.ca/gba-accs/index-en.html>
  - Applying GBA+ to your work: <https://cfc-swc.gc.ca/gba-accs/apply-appliquez-en.html>
- Department of Justice – Policy on Gender-Based Analysis Plus (including Guiding Principles and Key Steps for Applying GBA+): <https://www.justice.gc.ca/eng/abt-apd/pgbap-pacs.html>
- Treasury Board of Canada Secretariat – GBA+ in Treasury Board Submissions: <https://www.canada.ca/en/treasury-board-secretariat/services/treasury-board-submissions/gender-based-analysis-plus.html>
- Statistics Canada – Gender, diversity and inclusion statistics: [https://www.statcan.gc.ca/eng/topics-start/gender\\_diversity\\_and\\_inclusion](https://www.statcan.gc.ca/eng/topics-start/gender_diversity_and_inclusion)
  - You may find gender data in the energy sector through the [Clean Technology Data Strategy](#).
  - Statistical Information Service offers a complete range of services to data users. They can be reached at 1-800-263-1136 and [infostats@canada.ca](mailto:infostats@canada.ca).
- The role of GBA+ in the Government of Canada – *Gender Report: Budget 2019*: <https://www.budget.gc.ca/2019/docs/gba-accs/gbs-accs-en.pdf>

OEE past GBA+ work:

- Attached: Three GBA+ assessments that OEE recently worked on, regarding energy efficiency programs for homes, buildings, and low-carbon fuels. They illustrate the latest state of GBA+ work at OEE, and identify research gaps (which should be filled by this contract work). They may also provide some useful data sources as a starting point.
- OEE's "Energy Efficiency" Performance Information Profile (see section 5.2: GBA+). Consider the indicators we have for GBA+, and whether you can recommend an improved indicator(s) in your final recommendations.
- OEE's "Lower-Carbon Transportation" Performance Information Profile (see section 5.2: GBA+). Consider the indicators we have for GBA+, and whether you can recommend an improved indicator(s) in your final recommendations.

OEE programs/regulations/codes/standards:



- EE for homes: <https://www.nrcan.gc.ca/energy-efficiency/energy-efficiency-homes/20546>
- EE for transportation and alternative fuels: <https://www.nrcan.gc.ca/energy-efficiency-transportation-alternative-fuels/20996>
- EE for buildings <https://www.nrcan.gc.ca/buildings/20671>
- EE for industry <https://www.nrcan.gc.ca/energy-efficiency-industry/20334>
- EE for products <https://www.nrcan.gc.ca/products/12509>
- Standards <https://www.nrcan.gc.ca/energy-efficiency/energy-star-canada/18953>
- EE regulations <https://www.nrcan.gc.ca/energy-efficiency-regulations/6845>
- EnerGuide labeling <https://www.nrcan.gc.ca/energy-efficiency/energuide/12523>
- Energy Manager Program <https://www.nrcan.gc.ca/energy-manager-program/21917>
- New commitments under NRCan 2019 mandate <https://pm.gc.ca/en/mandate-letters/2019/12/13/minister-natural-resources-mandate-letter> :
  - free energy audits to homeowners and landlords, lending for retrofits, cash incentives, and Net Zero Homes Grants
  - mandatory Energy Star certification
  - funds and attracting private capital for building retrofits
  - additional vehicle charging stations
  - advance the electrification of Canadian industries
  - implement recommendations of [Generation Energy Council](#) Report (wasting less energy, switching to clean power, using more renewable fuels, and producing cleaner oil and gas)

Examples of external background reports that may be helpful for context [not required to be used]:

- Energy-specific:
  - Clean Energy Solutions Center: [Blueprint Guide for Creating Gender-sensitive Energy Policies](#)
- General gender equality (international):
  - UN Women – [Monitoring Gender Equality and The Empowerment Of Women And Girls In The 2030 Agenda For Sustainable Development: Opportunities And Challenges](#)
  - UNDP – [Gender Equality, Economic Development and Environmental Sustainability](#)

## **SW.6.2 Relevant Terms, Acronyms and Glossaries**

NRCan = Natural Resources Canada (Government of Canada department)

EE = Energy Efficiency

OEE = Office of Energy Efficiency (within NRCan)

DPAD = Demand Policy and Analysis Division (within OEE)

Gender-based Analysis Plus (GBA+)<sup>3</sup>: an analytical process used to assess how diverse groups of women, men and non-binary people may experience policies, programs and initiatives. The “plus” in GBA+ acknowledges that GBA goes beyond biological (sex) and socio-cultural (gender) differences. We all have multiple identity factors that intersect to make us who we are; GBA+ also considers other identity factors, like race, ethnicity, religion, age, mental or physical disability, geography, culture, income, sexual orientation, and education.

Energy efficiency: Involves a reduction in the amount of energy used to deliver the same or better level of goods and services. Energy efficiency improvement generally occurs by adopting a more efficient

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3 <https://cfc-swc.gc.ca/gba-acs/index-en.html>



technology or production process or by application of methods to reduce energy losses. It can be achieved with, for example, efficient household appliances subject to labelling and standards, electric vehicles (and efficient electrification of other energy end-uses), efficient renewable fuels in transportation and industrial applications, efficient heating and cooling technology in the built environment, and home retrofits that reduce heat loss. Energy efficiency also occurs on an electricity systems-level through connection and optimization of devices on a broad scale (e.g., smart cities and grids). It is often conflated with energy conservation, which lowers energy demand by lowering services (e.g., reducing light or heat levels).

Innovation in the fields of housing, building, communities, industry, and transportation can take advantage of the benefits of energy efficiency, such as lower energy costs, cutting emissions, improving operating performance, and increasing asset values.<sup>4</sup> Broader purposes are to mitigate climate change, improve energy security, and grow economies while delivering environmental and social benefits.<sup>5</sup>

**Consultation:** A two-way process that seeks direct participation from the public or specific stakeholders on a range of issues to inform government decisions about policies, programs, services, and legislative and regulatory initiatives, whether in person or online.

**Public Opinion Research:** The planned, one-way systematic collection, by or for the Government of Canada, of opinion-based information of any target audience using quantitative or qualitative methods and techniques such as surveys or focus groups. Public opinion research provides insight and supports decision making. The process used for gathering information usually assumes an expectation and guarantee of anonymity for respondents. Public opinion research includes information collected from the public, including private individuals and representatives of businesses or other entities. It involves activities such as the design and testing of collection methods and instruments, data collection, data entry, data coding, and primary data analysis.

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4 <https://www.nrcan.gc.ca/energy-efficiency/10832>

5 <https://www.iea.org/topics/energy-efficiency>



**ANNEX "B" - BASIS OF PAYMENT**

*(to be completed at contract award)*



### APPENDIX “#1” - EVALUATION CRITERIA

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

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

#### 1. TECHNICAL CRITERIA

##### 1.1 Mandatory Evaluation Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Mandatory Criteria		Proposal Page #
<b>M1</b>	<p>The Bidder <b>MUST</b> possess a minimum of <b>three (3)*</b> years of experience within the last five (5)** years in conducting policy research on subject matter related to energy, climate change and/or the environment in Canada, including producing reports that provide recommendations.</p> <p>*Demonstrated by providing a minimum of three (3) project summaries and outlining the experience in a detailed Curriculum Vitae (CV)</p> <p>**From the date of bid closing as indicated on Page 1 of this RFP</p>	
<b>M2</b>	<p>The Bidder <b>MUST</b> possess a minimum of <b>three (3)*</b> years of experience within the last five (5)** years in conducting studies/reports on intersectional gender-based issues in Canada, in support of developing a public program and/or policy (or supporting an existing public program and/or policy) that involved the use and application of the Gender-Based Analysis Plus (GBA+) process or a similar gender-based analytical process.</p> <p>*Demonstrated by providing a minimum of three (3) project summaries and outlining the experience in a detailed Curriculum Vitae (CV)</p> <p>**From the date of bid closing as indicated on Page 1 of this RFP</p>	



## 1.2 Point-Rated Criteria

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

Proposals will be evaluated based on the following criteria:

Item	Rated Requirements	Points Breakdown	Max Points	Reference to Proposal
R1	<p><b>Project summaries (M1)</b></p> <p>Project summaries should address the following components of the energy, climate change, and/or environment subject matters:</p> <ol style="list-style-type: none"> <li>1. Positive or negative impacts of social, environmental, and/or economic factors at a national, sub-national, and/or community scale;</li> <li>2. Interactions with other industrial or economic sectors;</li> <li>3. Status of current issues, challenges, and/or opportunities in Canada;</li> <li>4. Technologies, programs, and/or services involved;</li> <li>5. Skills and training required to gain employment opportunities; <b>and/or</b></li> <li>6. Status of international influences and/or leadership with implications for Canada.</li> </ol> <hr/> <p>M1:</p> <p><i>The Bidder <b>MUST</b> possess a minimum of <b>three (3)*</b> years of experience within the last five (5)** years in conducting policy research on subject matter related to energy, climate change and/or the environment in Canada, including producing reports that provide recommendations.</i></p> <p><i>*Demonstrated by providing a minimum of three (3) project summaries and outlining the experience in a detailed Curriculum Vitae (CV)</i></p> <p><i>**From the date of bid closing as indicated on Page 1 of this RFP</i></p>	<p><b>Up to a maximum of five (5) project summaries will be evaluated – max 10 pts per project</b></p> <p><b>5 points:</b> Project summary addresses some (1-3) of the components.</p> <p><b>10 points:</b> Project summary addresses all or nearly all (4-6) of the components.</p>	50	



Item	Rated Requirements	Points Breakdown	Max Points	Reference to Proposal
R2	<p><b>Project summaries (M2)</b></p> <p>Project summaries should indicate that the steps of the Gender-Based Analysis Plus (GBA+) process or similar gender-based analytical process were summarized with the following:</p> <ol style="list-style-type: none"> <li>1. Identify the context and the gender and diversity issues;</li> <li>2. Challenge individual and institutional assumptions that may have gender and other diversity implications;</li> <li>3. Gather the facts through research (using intersectional gender-disaggregated data) and inclusive consultation;</li> <li>4. Develop options and make recommendations that respond to the issues identified;</li> <li>5. Monitor and evaluate the positive and negative impacts on diverse groups and addressing inequality, once the initiative has been implemented;</li> <li>6. Communicate the initiative and results using an inclusive approach; <b>and/or</b></li> <li>7. Document the analysis and findings throughout the process to help inform future initiatives.</li> </ol> <hr/> <p>M2:</p> <p><i>The Bidder <b>MUST</b> possess a minimum of <b>three (3)*</b> years of experience within the last five (5)** years in conducting studies/reports on intersectional gender-based issues in Canada, in support of developing a public program and/or policy (or supporting an existing public program and/or policy) that involved the use and application of the Gender-Based Analysis Plus (GBA+) process or a similar gender-based analytical process.</i></p> <p><i>*Demonstrated by providing a minimum of three (3) project summaries and outlining the experience in a detailed Curriculum Vitae (CV)</i></p> <p><i>**From the date of bid closing as indicated on Page 1 of this RFP</i></p>	<p><b>Up to a maximum of five (5) project summaries will be evaluated – max 10 pts per project</b></p> <p><b>5 points:</b> Project summary addresses some (1-4) of the steps.</p> <p><b>10 points:</b> Project summary addresses all or nearly all (5-7) of the steps.</p>	50	
<b>Total Points Available</b>			<b>100</b>	





**APPENDIX “#2” – FINANCIAL PROPOSAL FORM**

**FIRM PRICE - Milestone Payments**

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

<b>Task #</b>	<b>Milestones</b>	<b>Description of Deliverables</b>	<b>Milestone Firm Price (applicable taxes excluded)</b>
1	25%	Preliminary project plan and kick-off meeting	\$ _____
2		Research / Literature review	\$ _____
3	50%	Report outline	\$ _____
4		Report 1 <sup>st</sup> draft	\$ _____
5	75%	Report 2 <sup>nd</sup> draft	\$ _____
6	100%	Presentation	\$ _____
7		Final report	\$ _____
<b>Total Firm Price for Financial Proposal Evaluation:</b>			\$ _____