



<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>SOUMISSION 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 Content Gathering of Climate Change Adaptation case studies in Canada</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000052357</p>	
	<p>Date of Bid solicitation – Date de la demande de soumissions 2020-06-26</p>	
	<p>Bid Solicitation Closes - La demande de soumissions prend fin</p> <p>at – à 2:00 P.M. on – le 2020-07-16</p>	<p>Time Zone – Fuseau horaire</p> <p>Eastern Daylight 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 a 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: Content Gathering of Climate Change Adaptation case studies in Canada

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;

Part 6 Security and Other 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 Attachment includes the Financial Bid Presentation Sheet.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Supplier list of names, Former Public Servant – Competitive Bid Form.

2. Summary

2.1 Environment and Climate Change Canada (ECCC) has a requirement of professional services to assist in gathering a balanced coverage (from across regions, sectors and climate change impacts) of adaptation case studies leading to the development of the Climate Change Adaptation Case studies Catalogue as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is **from contract award date to December 18, 2020**.

2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsqc-pwgsc.gc.ca/index-eng.html>).

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



2.4 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 (2020-05-28) 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 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"

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

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

1.1 PWGSC SACC Manual Clauses

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

2. Submission of Bids

Bids must be submitted to Environment Canada (EC) 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 Daylight 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: 5000052357

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 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.

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 accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

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

1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the performance 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.
- (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 7 of the bid solicitation.
 - (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.
- 1.5** 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.



**ATTACHMENT 1 TO PART 3
FINANCIAL BID PRESENTATION SHEET**

The Bidder must complete the Financial Bid Presentation Sheet and include it in its financial bid. As a minimum, the Bidder must respond to the Financial Bid Presentation Sheet in its financial bid by including, for each of the tasks and the all-inclusive fixed rate that it proposes for each of the resource categories identified below .

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.

Task	Deliverable	Estimated Due Date (On or before)	Cost (\$ CAD)
1. Project management	1. Project approach and plan	5 days after contract award date	\$ _____
2. Collection and Prioritization of case studies	2. Draft report #1 3. Appendix #1	August 28, 2020	\$ _____
3. Information Gathering and Validation	4. Completed and validated Excel Workbook (includes at least 200 case studies)	November 17, 2020	\$ _____
4. Content Upload	5. Completed Content Management Application	November 24, 2020	\$ _____
5. Report and Appendices	6. Final report and Final Excel Workbook	December 1, 2020	\$ _____
Total Cost (GST/HST excluded)			\$ _____



Price Breakdown of the Financial Bid Presentation Sheet

The Bidder must provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

Resource categories	Number of working days	Daily Rate	Cost (\$ CAD)
	days	\$	\$
	days	\$	\$
	days	\$	\$
	days	\$	\$
Total Cost (GST/HST excluded)			\$ _____

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours.}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



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 Technical evaluation

Unless expressly stated otherwise, the experience described in the bid must be that of the bidder itself (with the experience of any company that has trained the bidder by way of merger, but without the experience gained from purchasing assets or awarding contracts). The experience of the companies related to the tenderer (parent company, subsidiary or sister), subcontractors and suppliers is not taken into consideration.

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 and Financial 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.

Item	Mandatory Criteria	Compliant (Yes / No)	Cross Reference to Proposal
M1	<p>The Bidder must provide a company profile and corporate resume in a maximum of one page.</p> <p>The full legal name of the firm submitting the proposal including as applicable, all joint ventures, identification of the lead organization, and the responsibilities of partners or subcontractors.</p>		
M2	<p>The Bidder must demonstrate that the proposed resources have a minimum of two (2) years of experience in the last ten (10) years from the bid closing date in providing similar projects and activities described in the Statement of work, specifically, experience in conducting research, analysis, consolidation and creation of content related to climate change adaptation actions in Canada.</p> <p>The Bidder must provide a summary of the skills and experience of the proposed resources and the CV for all proposed resources.</p>		

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



2.2 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.

Bids that meet all the mandatory technical criteria will be evaluated as shown in the table.

For the bid to be valid, the bidder must obtain a minimum pass mark of 70 points score within the technical evaluation based on the following grid. Bids that obtain less than 70 points will be considered non-responsive.

Item	Point-Rated Criteria	Maximum Points	Points awarded	Reference (Page of bid confirming that the criteria has been met)
R1	Work plan and methodology			
	<p>The proposed approach must comply with the requirements of the Statement of Work included in the bid solicitation. The Bidder must provide sufficient details to demonstrate their understanding of what it is expected in a maximum of 2 pages.</p> <p>This criteria will be evaluated according to the following rating:</p> <ul style="list-style-type: none"> The approach taken is logical, well defined and detailed. Proposal clearly identifies inventive methods to meet objectives, and provides a detailed description of proposed resources, milestones, timelines and deliverables. A contingency plan has been provided in case the project lead becomes unable to pursue the project. (30 points) The approach is logical and defined. Proposal identifies methods, proposed resources, milestones, timelines and deliverables. (20 points) Proposal does not identify methods, milestones, timelines and deliverables. (0 point) 	30 points		
R2	Experience of the proposed resources			
R2.1	The Bidder must provide four (4) examples to demonstrate that the proposed resources have at least two (2) years of work experience the last ten (10) years from the bid closing date in conducting qualitative and quantitative research, analyzing and summarizing information/content related to climate change and climate change adaptation in Canada in a maximum of 3 pages.	20 points		



Item	Point-Rated Criteria	Maximum Points	Points awarded	Reference (Page of bid confirming that the criteria has been met)
	<p>This criteria will be evaluated according to the following rating:</p> <ul style="list-style-type: none"> • 20 points will be awarded if all four (4) examples are described in detail and are relevant*. • 15 points will be awarded if only three (3) examples are described in detail and are relevant*. • 10 points will be awarded if only two (2) examples are described in detail and are relevant*. • 5 points will be awarded if only one (1) example is described in detail and is relevant*. • 0 points will be awarded if the examples are not described in detail and are not relevant. Specifically, if the examples do not provide clear indication of the methodology, the target audience, the objectives and outcomes/results. <p>* Specifically, the examples must describe the methodology used to conduct the research, analysis and summary of information/content. They must provide who the target audience was, what were the objectives of the work conducted and what were the outcomes/results.</p>			
R2.2	<p>The Bidder must provide three (3) examples to demonstrate that the proposed resources have at least (2) years of work experience the last ten (10) years from the bid closing date in developing and disseminating findings, lessons learned and best practices related to climate change in Canada for decision-makers in a maximum of 2 pages.</p> <p>This criteria will be evaluated according to the following rating:</p> <ul style="list-style-type: none"> • 18 points will be awarded if all three (3) examples are described in detail and is relevant*. • 12 points will be awarded if only two (2) examples are described in detail and is relevant*. • 6 points will be awarded if only one (1) example is described in detail and is relevant*. • 0 points will be awarded if the examples are not described in detail and are not relevant. Specifically, if the example does not clearly indicate who the target audience is, what learning gaps were addressed, what was the medium for disseminating findings, what were the objectives of the work and what were the outcomes/results. 	18 points		



Item	Point-Rated Criteria	Maximum Points	Points awarded	Reference (Page of bid confirming that the criteria has been met)
	<p>* Specifically, the examples must provide who the target audience, what learning gaps were being addressed, what was the medium for disseminating findings, what were the objectives of the work and what were the outcomes/results.</p>			
R2.3	<p>The Bidder must provide four (4) examples to demonstrate that the proposed resources have at least two (2) years of work experience in the last ten (10) years, from the bid closing date, with in-depth knowledge in the climate change adaptation planning process (all its stages) and has experience in providing services in Canada within that context at different scales (local, municipal, regional, and national) in a maximum of 3 pages.</p> <p>This criteria will be evaluated according to the following rating:</p> <ul style="list-style-type: none"> • 20 points will be awarded if all four (4) examples are described in detail and are relevant*. • 15 points will be awarded if only three (3) examples are described in detail and are relevant*. • 10 points will be awarded if only two (2) examples are described in detail and are relevant*. • 5 points will be awarded if only one (1) example is described in detail and is relevant*. • 0 points will be awarded if the examples are not described in detail and are not relevant. Specifically, if the example does not provide clear indication who the services were provided to (clients), at what stage of the adaptation continuum were the services addressing, in what capacity was the organization providing support, what gap/issue was the organization targeting and what were the outcomes/results. <p>* Specifically, the example must provide who the services were provided to (clients), at what stage of the adaptation continuum were the services addressing, in what capacity was the organization providing support, what gap/issue was the organization targeting and what were the outcomes/results.</p>	20 points		



Item	Point-Rated Criteria	Maximum Points	Points awarded	Reference (Page of bid confirming that the criteria has been met)
R2.4	<p>The Bidder must provide two (2) examples to demonstrate that the proposed resources have at least two (2) years of work experience in the last ten (10) years from the bid closing date in writing Factsheets/Executive Summaries related to scientific studies in a maximum of 1 page.</p> <p>This criteria will be evaluated according to the following rating:</p> <ul style="list-style-type: none"> • 12 points will be awarded if all two (2) examples are described in detail and is relevant*. • 6 points will be awarded if only one (1) example is described in detail and is relevant*. • 0 points will be awarded if the examples are not described in detail and are not relevant. Specifically, if the example does not provide clear indication of who the target audience was, what was the knowledge gaps being addressed, what were the objectives of the work conducted and what were the outcomes/results. <p>* Specifically, the example must provide who the target audience was, what was the knowledge gaps being addressed, what were the objectives of the work conducted and what were the outcomes/results.</p>	12 points		
<p>Total Score Passing mark required: 70 points</p>		<p>Maximum points available: 100 points</p>		



3. Financial Bid Evaluation

The maximum funding available for the contract resulting from the bid solicitation is **\$90,700.00** in Canadian dollars, Applicable Taxes extra.

The bid must meet the mandatory financial criteria specified in the table inserted below. Any bid which fail to meet the mandatory financial criteria will be declared non-responsive. Disclosing the maximum funding available does not represent a commitment by Canada to pay this amount.

Item	Mandatory Financial Criteria	Compliant (Yes / No)
MF1	The financial bid must not exceed the value of \$90,700.00 in Canadian dollars, Applicable Taxes extra.	

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 Attachment 1 to Part 3 - Financial Bid Presentation Sheet. Bidders must complete all cells within Attachment 1 to Part 3 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 Attachment 1 to Part 3 - Financial Bid Presentation Sheet.

Failure to complete in Attachment 1 to Part 3 – Financial Bid Presentation Sheet, as per the instructions above, will render the bid non-responsive.



4. Basis of Selection

Highest combination of technical merit (70%) and Price (30%)

The selection will be based on the highest responsive combined rating of technical merit and Price. The ratio will be 70% for the technical merit and 30% for the price.

- (a) To be declared responsive, a bid must:
 - (i) comply with all the requirements of the bid solicitation;
 - (ii) meet all mandatory technical and financial evaluation criteria; and
 - (iii) obtain the required minimum of **70 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a **scale of 100 points**;
- (b) Bids not meeting (i) or (ii) or (iii) 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 70% for the technical merit and 30% 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 will be divided by maximum number of points available multiplied by the ratio of 70%.
- (e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- (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.

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{100} \times 70\% = \text{XXX}$$

$$\text{Financial Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 30\% = \text{XXX}$$

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



Example of calculation

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		85/100	90/100	75/100
Bid Evaluated Price		\$75,000.00	\$70,000.00	\$85,000.00
Calculations	Technical Merit Score	$85/100 \times 70 = 59.5$	$90/100 \times 70 = 63$	$75/100 \times 70 = 52.5$
	Pricing Score	$70/75 \times 30 = 28$	$70/70 \times 30 = 30$	$70/85 \times 30 = 24.71$
Combined Rating		87.5	93	77.21
Overall Rating		2nd	1st	3rd



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

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

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 – SECURITY REQUIREMENTS

1. Security Requirements

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



PART 7 - RESULTING CONTRACT CLAUSES

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

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."



3. Security Requirements

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC)
2. The Contractor/Offeror personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **reliability status**, granted or approved by CISD/PSPC
3. The Contractor/Offeror must not remove any protected information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PSPC
5. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C.
 2. Industrial Security Manual (Latest Edition)

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is **from contract award date to December 18, 2020 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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ *(the amount 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 \$_____ (*the amount 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

C0711C (2008-05-12) Time Verification

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) (2020-05-28) as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Supplier list of names;
- (g) Annex E, Former Public Servant – Competitive Bid Form;
- (h) the Contractor's bid dated _____, as clarified on _____ or as amended on _____. (*Will be inserted at contract award.*)

12. Insurance

PWGSC SACC Manual clause G1005C (2016-01-28) 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.



ANNEX A STATEMENT OF WORK

Title: Content Gathering of Climate Change Adaptation case studies in Canada

1. Background

The impacts of climate change are becoming increasingly evident and significant across Canada. The literature indicates that climate will continue to change, and these impacts will increase and intensify. As an example, projections indicate that climate change will result in longer days of extreme heat. Longer and warmer heatwaves due to climate change, an aging population, and growing urbanization are trends that could see an increase in the number of deaths from heat waves. Exposure to heat can result in injuries, disease, reduced productivity, and death. Extremely hot weather, especially for long periods without cool evenings, increases both the morbidity and mortality that occurs mainly indoors. The risk is severe for certain vulnerable groups, particularly the elderly. Canadians understand that it is prudent to prepare for these impacts but need the tools and support to integrate climate information into decision-making.

To help with this, the Government of Canada has launched the Canadian Centre for Climate Services (CCCS) so that Canadians have the information and support they need to understand and plan for climate impacts.

CCCS is an important part of Canada's efforts to combat climate change and increase resiliency to climate change impacts under the Pan-Canadian Framework on Clean Growth and Climate Change, Canada's climate action plan. Providing climate services includes several activities, such as

- enabling easy access to reliable historical and future climate data and information to increase understanding of climate change and its impacts;
- translating climate-related science into information and tools that are clear, meaningful and easy to apply to a decision;
- collaborating with experts and users to develop new products that respond to user needs; and
- providing training and guidance on how to incorporate climate considerations into decisions.

Nationally, the CCCS enhances access to climate data and information through its recently launched website (www.canada.ca/climate-services). Canadians can access climate experts and assistance through the CCCS Support Desk, to help with understanding and using climate information in decision-making. The CCCS provides national leadership and collaborates with other regional climate consortia to provide coordinated climate services across Canada. To ensure that products and services from the CCCS and regional consortia are user driven, regular and ongoing engagement with various users of different types, across sectors and geographies is of high importance.

Promoting action on climate change adaptation, through case studies, is an important component of increasing climate resiliency in Canada. Easy access to case studies has been identified as a priority by decision makers at multiple levels, particularly by municipal stakeholders, to support climate change adaptation through various CCCS engagement and outreach activities.



However, there is currently no comprehensive, up-to-date and maintained source of reliable climate change adaptation action case studies for Canadians to access.

As a result, the CCCS, along with its many collaborators, aims to develop and provide access to a catalogue of Canadian climate change adaptation case studies, building capacity and promoting action, blending the following key features:

- **Interactive, easy access to and visualization** of climate change adaptation case studies from across Canada through a map and library with **filter functionality**;
- **Consistency in the information provided** for each example;
- **Facilitating access to adaptation case studies in various formats** where available (e.g., video, fact sheet, technical report) to respond to the needs of various audiences.

Case studies to be included in the catalogue will showcase adaptation actions from various Canadian sources: federal funding programs; Provincial and Territorial programs; municipalities; communities; organizations; academia; and more. They will be from across regions and sectors; conducted at any stage of the adaptation planning continuum; and were undertaken to respond to any of the impacts and/or risks from climate change, including extreme weather and slow-onset events.

The targeted audience for the Catalogue are decision-makers in the context of climate change adaptation in Canada as well as action catalysts of climate change adaptation in Canada. For example, this includes, but is not limited to, municipal planners and staff; provincial/territorial public servants, professionals across sectors; and Community leaders, knowledge brokers, information enablers.

In order to do so, the information from each case study to be showcased in the Catalogue must be (1) collected; (2) reviewed and analysed; (3) populated in pre-defined information templates; (4) validated, and (5) uploaded.

Terminology

The following list of definitions and acronyms is not exhaustive, but rather intended to provide some clarity of understanding of critical terms used with the Statement of Work:

Term/Acronym	Definition
Climate information	Climatic data that describes either past conditions, obtained from meteorological observations (stations, satellites, radars), or the future, obtained from the outputs of climate models.
Climate Services	<p>Climate services are actions associated with providing, translating, and transforming climate information to help users' understand climate change and its impacts, to support adaptation planning and decision-making.</p> <p>Climate services are developed based on the needs of users. Climate services can help individuals better understand current climate vulnerabilities, risks, and opportunities. They can support planning and decision-making to increase resiliency to the expected impacts of future climate change.</p>



	A climate service provider supplies climate information to users. The roles of these organizations may include providing historical climate data, running climate simulations, and tailoring their outputs to suit the needs of individual users.
Climate Change Adaptation	<p>Climate change adaptation means adjusting our decisions, behaviours and activities to account for existing or expected changes in climate. Adaptation measures can be taken either before or after we experience the effects of a changing climate.</p> <p>The goal of adaption may include 1) alleviating current impacts; 2) reducing sensitivity and exposure to climate-related hazards; and 3) increasing resiliency to climatic and non-climatic stressors. Successful adaptation does not mean that negative impacts will not occur, only that they will be less severe than would be experienced had adaptation not occurred.</p>
Climate Change Adaptation Planning Continuum	Many different processes lead to climate change adaptation plans. For the purpose of this exercise, we are using the following continuum of steps: awareness, access to information and tools, capacity to use, identification of adaptation action, implementation of adaptation action, monitoring and evaluation.

2. Objectives

The CCCS, working in collaboration with other government departments, is seeking professional services to assist in gathering a balanced coverage (from across regions, sectors and climate change impacts) of adaptation case studies leading to the development of the Climate Change Adaptation Case studies Catalogue. The Catalogue will gather information from each example, such as which climate information was used and how; the tools, guidelines and resources used to identify actions favorable to climate change adaptation; and the actions favorable to climate change adaptation.

Specifically, the services being requested have the following objectives:

1. To **collect and prioritize**, based on pre-defined criteria and a preliminary list of sources, Canadian climate change adaptation case studies.
2. To **review and analyze** the content of each identified Canadian adaptation case study.
3. To **populate and validate** (with owners/authors) pre-defined information fields found in an Excel Workbook for each case study.
4. To **upload the** resulting content in a Content Management System.

As a result of this contract, the anticipated number of Canadian climate change adaptation case studies to be gathered (including their content) is **200**. This number is based on other activities undertaken by the CCCS.



3. Description of Services

For this Statement of Work, the contractor will undertake the following activities and complete the deliverables outlined below. All the work is expected to be conducted on the contractor's premises.

ACTIVITIES

3.1 Project Management

Activities

- a) The Contractor must develop an effective and rigorous approach for conducting systematic research, analysis, gathering and validation of adaptation case study content including methodology/framework for capturing results, timelines, and other details.
 - I. CCCS will have 2 days to review and provide feedback
- b) The Contractor must participate in a project kick-off meeting with the CCCS (does not need to be in-person) to discuss the approach and project plan.
- c) The Contractor must provide regular updates to the Adaptation Case studies Catalogue Working-Group, to discuss findings. This can be done via the distribution of emails and/or participation at a meeting.
- d) The Contractor must provide regular progress updates to keep the CCCS project lead informed on the status of the project and regularly provide recommendations on next steps (meetings and/or email communication may be required) and must remain available for questions from the CCCS project lead.

3.2 Collection and Prioritization of Case studies

Activities

- a) The Contractor must undertake research to identify Canadian adaptation case studies, based on a preliminary list of sources provided by the CCCS. The contractor may be required to conduct additional research (Desktop type) to address gaps in coverage.
- b) The Contractor must prioritize the case studies by using the pre-defined criteria provided by the CCCS. This should result in a list of minimally 200 case studies.
- c) Alongside this, the Contractor must capture the contact information of the owners/authors of the case studies that have been prioritized, to conduct the validation of the information (conducted as part of Activity 3.3). The CCCS will use this list of case studies (and contact information) to engage the owners/authors to inform them of the ongoing work and future work of the Contractor.
- d) The Contractor must summarize key findings, general observations and provide recommendations on how to address gaps in a draft report #1 as well as an Appendix (Appendix #1), which will include the prioritized list of case studies and the contact information of owners/authors.



3.3 Content Gathering and Validation

Activities

- a) The Contractor must review and analyze the content of each case study, prioritized during Activity 3.2.
- b) Once completed, the Contractor must populate pre-defined information fields found in an Excel Workbook (provided by the CCCS) for each case study. The contractor must ensure consistency in the terminology (language) of the populated content. In order for this to be achieved, comparative editing may be required.
- c) For the prioritized list (of minimally 200 case studies), the Contractor must undertake an iterative approach:
 - a. For every 50 case studies populated in the Excel Workbook (thereafter called wave of content), the contractor is to send the populated content to the owner/author of each case study for their validation, ensuring the content is captured accurately. This will require the Contractor to connect with the owners/authors via email and/or phone to validate the gathered information.
 - b. Once the wave of content is validated, the Contractor must send it to the CCCS project lead for their review and input. In parallel to reviewing each wave of content, the CCCS will send the content for translation, which will be shared back to the Contractor upon completion in order for the Contractor to conduct Activity 3.4
 - i. After every wave of content submitted to the CCCS project lead by the Contractor, the CCCS will have 5 days to review and provide feedback.
- d) The Contractor must provide a completed and validated Excel Workbook, once all case studies (minimal of 200) have been reviewed by the CCCS project lead.

3.4 Content Upload

Activities

- a) For every wave of content translated (resulting from the approach defined in Activity 3.3 and provided by the CCCS), the Contractor must upload it to a Content Management System (provided by the CCCS).
- b) Once all the content has been translated, the Contractor must submit to the CCCS project lead a Content Management System with the all the uploaded content.

3.5 Reports and Associated Documents

Activities

- a) The Contractor must submit a word report (draft #1) which summarizes key findings, general observations and provide recommendations on how to address gaps as well as a list of prioritized case studies and contact information in an Appendix #1 to the CCCS project lead to receive input and feedback;
 - I. The CCCS will have 5 days to review and provide feedback.
- b) The Contractor must submit a completed and validated Excel Workbook (minimal of 200 case studies), resulting from the iterative approach detailed in Activity 3.3 to the CCCS project lead; and
 - I. As described above, the CCCS will have 5 days to review and provide feedback after each wave of content is received.



- c) The Contractor must submit a final report, which includes observations (i.e. gaps in coverage), recommendations on next steps and guidelines (including best practices) describing step-by-step procedures for completing and validating content found in the Excel Workbook. This final report must include the Final Excel Workbook (incorporating feedback received by the CCCS).
 - I. The CCCS will have 5 days to review and provide feedback.

Deliverables

- 1. Project approach and plan
- 2. Draft Report #1
- 3. Appendix #1
- 4. Completed and validated Excel Workbook document
- 5. Completed Content Management System
- 6. Final report and Final Excel Workbook

4. Schedule

The following is an approximate schedule for the activities/tasks and associated deliverables laid out above.

Task	Deliverable	Estimated Due Date (On or before)
1. Project management	1. Project approach and plan	5 days after contract award date
2. Collection and Prioritization of case studies	2. Draft report #1 3. Appendix #1	August 28, 2020
3. Information Gathering and Validation	4. Completed and validated Excel Workbook (includes at least 200 case studies)	November 17, 2020
4. Content Upload	5. Completed Content Management Application	November 24, 2020
5. Report and Appendices	6. Final report and Final Excel Workbook	December 1, 2020

5. Contract Duration

From contract award date until December 18, 2020.

6. Official Language

Deliverables are to be submitted by the contractor in the language of their choice in French or in English.



**ANNEX B
BASIS OF PAYMENT**

(to be completed at contract award)



ANNEX C SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Change Canada	Environment and Climate	2. Branch or Directorate / Direction générale ou Direction Pan-Canadian Framework Implementation Office	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail The CCCS is seeking professional services to assist with gathering content for the development of the Adaptation Case Studies Interactive Map, building capacity and increasing the uptake of adaptation solutions. Specifically, the services being requested have the following objectives: 1. To identify and prioritize, based on pre-defined criteria and a preliminary list of sources, Canadian adaptation case studies. 2. To review and analyze the content of each identified and prioritized Canadian adaptation case studies. 3. To populate pre-defined content templates (see Appendix for the Templates 1, 2, 3) with the content of each identified and prioritized case study (each case study to have their own templates). 4. To validate the resulting content templates with the owners of each case study..			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>
Not releasable À ne pas diffuser	<input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	<input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	<input type="checkbox"/>
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		PROTECTED A PROTÉGÉ A
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		PROTECTED B PROTÉGÉ B
			PROTECTED C PROTÉGÉ C
			CONFIDENTIAL CONFIDENTIEL
			SECRET SECRET
			TOP SECRET TRÈS SECRET
			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



**ANNEX D
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	Position (if applicable) / Position (si applicable)
Last Name / Nom	



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 E 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