Standards Council of Canada
Conseil canadien des normes

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****AMENDMENT TO EXTEND BID SUBMISSION DATE****

July 29, 2020

Subject: **Request for Proposal RFP # 2021-05**
Guidance Document on understanding climate change information for standards development

This document represents an invitation to Bidders to submit proposals to the Standards Council of Canada (SCC), for a Guidance Document on *Understanding climate change information for standards development.*

Proposals must be received by SCC no later than **16:00 hours (4 p.m.) EDT on Friday, August 7, 2020**. It is the Bidder's responsibility to deliver proposals prior to the time/ date of bid closing. Proposals received after 16:00 hours will not be accepted; they will be returned to the sender unopened.

PROPOSALS ARE TO BE SUBMITTED ELECTRONICALLY TO contracts@scc.ca by the time/date of bid closing (including the financial proposal).

1. **ATTACHMENT 1** – Technical Proposal
NOTE: No financial information is to be included in ATTACHMENT 1

2. **ATTACHMENT 2** – Financial Proposal

Proposals that do not contain the requested documentation may be considered incomplete and disqualified.

SCC is not obliged to accept the lowest bid and/or any proposal.

Questions with respect to the meaning or intent of this process, or requests for correction to any apparent ambiguity, inconsistency or error in the document must be submitted by email to contracts@scc.ca and must be received by **12:00 hours (noon) EDT on Monday July 20, 2020**. All answers will be communicated to all potential bidders via email.

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APPENDIX A: REQUEST FOR PROPOSAL – ACCEPTANCE FORM

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Proposal Submitted by

_____
(Name of Company)
_____
_____
_____
_____
(Complete Address)

GST/HST Number _____

Telephone Number: _____
Fax Number: _____
Contact Person: _____
Contact Email Address: _____

1. The Undersigned (hereinafter referred to as "the Bidder") hereby proposes to the Standards Council of Canada (SCC) to furnish all necessary expertise, supervision, materials, equipment and other incidentals necessary to complete to the entire satisfaction of SCC or their authorized representative, the work described in the Terms of Reference / Statement of Work attached hereto as Appendix "B".

2. The Bidder hereby proposes to perform and complete the work in accordance with the terms and conditions (at the place and in the manner) specified in:
   (i) Appendix A - attached and entitled "Request for Proposal – Acceptance Form;
   (ii) Appendix B - attached and entitled "Statement of Work";
   (iii) Appendix C – attached and entitled "Deliverables";
   (iv) Appendix D - attached and entitled "Technical Evaluation Criteria";
   (v) Appendix E – attached and entitled "Financial Proposal".

3. **Period of Services**
   (i) The contract award date is the date that the contract is signed by the Bidder and SCC.
   (ii) The service start date is the date that the Bidder and SCC agree to commence the work.
   (iii) The Bidder hereby proposes to perform the work commencing on the service start date and have work completed in accordance with the timeline in Appendix B.

4. **Financial Proposal**

The Bidder hereby proposes to perform and complete the work as per the financials outlined using Appendix E: Financial Proposal Template of SCC RFP #2021-05, which represents the total financial proposal.

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5. Federal Goods and Services Tax (GST) and Harmonized Sales Tax (HST)

The prices and rates quoted as part of the Bidder's proposal are NOT to include any provision for taxes.

6. Payment Schedule

As a result of acceptance of the Bidder's proposal, SCC reserves the right to negotiate an acceptable payment schedule prior to the awarding of a contract and/or any amendments.

7. Appropriate Law

Any contract awarded by SCC as a result of SCC RFP #2021-05 shall be governed by and construed in accordance with the laws in force in the Province of Ontario, Canada.

8. Tender Validity

The Bidder agree(s) that their proposal will remain firm for a period of 90 calendar days after the **the time/date of bid closing**.

Authorization to proceed with additional work will be provided by way of a contract amendment as per the established proposal.

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Signatures

The Bidder herewith submits this bid in accordance with the requirements specified in the Request for Proposal documents.

SIGNED this _____day of _____, 2020

Per _____
NAME OF COMPANY

Per _____
(Signing Officer and Position)

Per _____
(Signing Officer and Position)

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APPENDIX B – STATEMENT OF WORK

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STATEMENT OF WORK	
Project	Understanding climate change information for standards development
SCC Submittal Date	2020-07-10
New Vendor Return Date	2020-08-07
Background	All regions of Canada are experiencing environmental, social, and economic impacts that can be attributed to climate change. Adapting standards to ensure infrastructure is climate resilient is critical for Canada and its citizens. Standards can specify performance and material requirements that can be used as the integration point for climate-related risks into infrastructure planning and development processes. Through funding announced in Budget 2016, SCC is working with Canada's national standardization network to develop and implement standardization solutions that boost infrastructure resilience and create stronger communities for Canadians. SCC's Standards to Support Resilience in Infrastructure Program aims to ensure the effectiveness of standards to address climate risks in the design, planning and management of Canadian infrastructure. To accomplish this, the Program is facilitating the development, over a five-year period from 2016 to 2020, of a new toolbox of resources and standardized guidance related to climate change and climate resilience to support both standards users and developers. In parallel, the Program is updating existing and developing new standards to enhance climate resilience for all of Canada while also developing new standards specifically for northern infrastructure. Standards Development Organizations (SDOs) are responsible for the development of standards, and for ensuring that the process follows international best practices. SDOs convene a balanced committee of stakeholders, who are subject matter experts, to develop standards through a consensus-based process. Subject matter experts are knowledgeable in their field, but may not have experience in accessing, understanding, and applying information from climate change models and future projections. Empowering these experts to consider climate change in the development of standards is fundamental to incorporating climate risks in standardization. In November 2017, SCC established the Standards Development Organizations for Climate Resilient Infrastructure Working Group (SDO CRI WG). This group provides input and advice to the Standards to Support Resilience in Infrastructure Program. It includes representatives from Canadian Standards Development Organizations as well as federal government departments. The SDO CRI WG has been instrumental in developing two projects to build the capacity of standards writers. The first project is a guidance document on addressing climate change adaptation in Canadian standards (*Canadian Guide for addressing climate change adaptation in standards*), which draws inspiration from the European

	CEN-CENELEC Guide 32[1]. SCC has engaged Mantle314 to complete this work, with publication expected in spring 2020. The second project is the subject of this contract. The *Understanding climate change information for standards development* guidance document (hereafter "the guidance document") will be part of SCC's toolbox of resources and standardized guidance. The guidance document will be published by SCC and is intended to be used voluntarily by SDOs when addressing climate change considerations. It is expected that this document will be promoted for use by technical committees of SCC-accredited SDOs and other standards writers in Canada, and may be referenced as an item to consider when drafting or revising standards and other documents.
Scope	The purpose of the *Understanding climate change information for standards development* guidance document is to provide guidance to Canadian standards writers when weather and climate information is needed as part of the standards development process, with the ultimate goal of improving and increasing considerations for climate change adaptation in standards. It is intended that this document will enable SDO staff, technical committee members, and other participants in the standards development process to better understand and use the weather and climate information that is available for their use, with a focus on future scenarios and the impacts of global climate change that are relevant to Canada. The guidance document will not a be replacement for including experts in climate change in a technical committee. However, it should assist all members of a technical committee in understanding what climate and weather information is available, how the information can be applied (including the limitations and uncertainty of the data), and how to engage with experts on this topic. The final document will be bilingual and will be published by SCC on its website. To the extent possible, it should be in plain language and targeted at intermediate users of climate and weather data. The proposed scope of the new guidance document includes the following five topic areas. 1. **Current Use of Climate Information in Standards** Assess and describe the current decision-making heuristics and approaches used by standards writers to incorporate information related to weather and climate (historic or future) in standards. Either here or in item 2, this should include climate change trends and changes in extremes, frequency, or timing of weather events. 2. **Current State of Climate Information** Describe the currently available climate projections for Canada, the range of plausible future climates, and the

1 CEN-CENELEC, Guide 32: Guide for Addressing Climate Change Adaptation in Standards (Brussels: CEN-CENELEC, 2016).

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	assumptions and limitations of the models and the usability of the data. Either here or in item 3, the guidance document should include information on the differences between models and why these occur (e.g. different resolutions, different representation of physical processes, different parameterizations etc.). Additionally, the guidance document should describe a roadmap or timeline of other resources for future climate change information that are planned, and when those resources will be available. This resource list should be prepared in a way to minimize the risk of it becoming out of date (perhaps by referring to regularly updated resources and not including information directly in the document). Where applicable, international sources should be included. 3. **Understanding Future Climate Information** Discuss the levels of uncertainty and other limitations associated with climate projections and connect this to the information standards writers need in order to produce a standard; this should consider best practices for using climate model outputs (e.g. all climate model outputs should be considered as equally likely), the kinds of data needed by standards writers (e.g. averages versus extremes), the different climate variables provided by climate models, and the differences in confidence levels between those model outputs. It should also consider the different climate projection pathways used by the Intergovernmental Panel on Climate Change (IPCC) and discuss the considerations for selecting one projection over another (i.e. risk tolerance given the subject matter of the standard). Other important aspects of climate and weather information could be discussed here, such as data sources. 4. **Using Future Climate Information** Provide best practices and recommendations for improved heuristics and approaches to appropriately incorporate climate change model outputs and other climate information into standards development for the purpose of adaptation and climate resilience; this could include guidance on how to develop specific design values or adaptive infrastructure designs using information from climate models, and guidance on how the design of standards needs to evolve in order to capture uncertainty in climate change projections (such as non-stationarity of climate). It could also include generic language or clauses that standards writers can use to introduce climate change information into their work, and how to document and disclose assumptions. 5. **Engaging Experts** Provide recommendations on the types of additional support that may be needed to complement climate model outputs and related climate information. This includes how to identify and engage climate scientists and other professionals with the

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	expertise needed to assist with the work the standards writer is undertaking, and advice on how to bridge differences in disciplines and approaches. The scope of the guidance document and its content should be tailored by the SUPPLIER through engagement with experts and a review of relevant documents to ensure the resulting document is useful to standards writers, as described below. **Engagement with Experts** The SUPPLIER is expected to develop an engagement plan to connect with relevant stakeholders in the development and validation of the document. This engagement should take various forms such as surveys, interviews, webinars, workshops. The SUPPLIER is expected to use their expertise to develop an engagement plan and activities appropriate to the development of the document and project timelines. Stakeholders to be engaged include but are not limited to: • The Climate Services Working Group under Natural Resources Canada's Adaptation Plenary • The Standards Development Organizations for Climate Resilient Infrastructure Working Group (organized by SCC) • CSA Technical Committee on the Canadian Highway Bridge Design Code (CSA S6) • The Canadian Centre for Climate Services at Environment and Climate Change Canada (ECCC CCCS) • The National Research Council (NRC) and Codes Canada • Organizations with regional climate expertise such as: Ouranos; Pacific Climate Impacts Centre; Prairie Climate Centre; Ontario Centre for Climate Impacts and Adaptation Resources; Arctic Net SCC will support the SUPPLIER in reaching out to the above-mentioned stakeholders when needed. **Key Links to Other Documents** As part of the development process, the SUPPLIER will consider the upcoming guidance document to be published by SCC, *Canadian Guide for addressing climate change adaptation in standards.* SCC will ensure the SUPPLIER has access to this document. The guidance document is expected to complement and support the *Canadian Guide for addressing climate change adaptation in standards*. Furthermore, the SUPPLIER will consider the beginner training materials prepared by the Climate Services Working Group under Natural Resources Canada's Adaptation Plenary. SCC will ensure the SUPPLIER has access to these materials. The guidance document should build on these beginner training materials and not duplicate the information provided therein.

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	Considerations Standards writers can approach the need to use climate data in their work either by referring to external information or by incorporating information within the standard. If the standard will incorporate the information directly in the text, the technical committee members may develop their own climate expertise, or may consult climate science experts as well as expert users of the data. If the standard will refer to external information, the technical committee may engage expert users of that information source, and will look to refer to a trusted external source (such as load values set by building codes). The guidance document should consider how to support standards writers in both cases, by assisting the technical committee in developing their own expertise, to recognize when it is important to bring in climate science experts, and to aid in evaluating references to sources of information. An appropriate scan of current literature, guidance and existing documentation, undertaken as part of the development process, could include but is not limited to: • Bush, E. and Lemmen, D.S., editors (2019): Canada's Changing Climate Report; Government of Canada, Ottawa, ON. 444 p. • Roy, P., Fournier, É. and Huard, D. (2017). Standardization Guidance for Weather Data, Climate Information and Climate Change Projections. Montreal, Ouranos. 52 pp. + Appendixes. • CEN-CENELEC Guide 32, *Guide for addressing climate change adaptation in standards* • ISO Guide 84 – Guidelines for addressing climate change in standards (currently under development) • ECCC, Pan-Canadian Framework on Clean Growth and Climate Change - Canada's plan to address climate change and grow the economy. 2016. publications.gc.ca/site/eng/9.828774/publication.html • Intergovernmental Panel on Climate Change (IPCC) (2013), Climate Change 2013: The Physical Science Basis. Contribution of Working Group I to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change, Cambridge, United Kingdom and New York, NY, USA • IPCC, 2014: Climate Change 2014: Impacts, Adaptation, and Vulnerability. Part A: Global and Sectoral Aspects. Contribution of Working Group II to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA. • IPCC, 2014: Climate Change 2014: Impacts, Adaptation, and Vulnerability. Part B: Regional Aspects. Contribution of Working Group II to the Fifth Assessment Report of the Intergovernmental Panel on Climate. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA. • King, D. 2015. Climate Change: A Risk Assessment. Centre for Science and Policy, Cambridge University.

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	http://www.csap.cam.ac.uk/media/uploads/files/1/climate-change--a-risk-assessment-v9-spreads.pdf • Currently available weather and climate data, projections, and tools available from Environment and Climate Change Canada, the Canadian Centre for Climate Services, and/or other sources • Other relevant best practices or information as recommended by stakeholders consulted by the SUPPLIER
Mandatory Requirements	The SUPPLIER: • Acknowledges and accepts this statement of work (SOW) and all of the requirements pertaining to deliverables detailed within.
TRAVEL	The SUPPLIER may include any travel costs associated with the deliverables as part of the proposal.
CLIENT SUPPORT	• SCC will avail the SUPPLIER of the applicable SCC staff (SCC Project Authority) required for knowledge transfer, discussion, and approvals. • SCC will facilitate input to the document and review of the document by SCC's Standards Development Organizations for Climate Resilient Infrastructure Working Group (SDO CRI WG).
MEETINGS	• The SUPPLIER will be required to meet with SCC by teleconference for an initial kick-off meeting. Further ad-hoc meetings can be requested on an as-needed basis by either the SUPPLIER or the SCC Project Authority and should be held by teleconference whenever possible.
DELIVERABLES	Please see the Deliverables table for the required deliverables for completion of this contract.
TIMELINES	This project is expected to be completed over a period of one year. The SUPPLIER will be required to prepare and obtain SCC approval of a work plan that includes deadlines for each deliverable identified in the Deliverables table.

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APPENDIX C – DELIVERABLES

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DELIVERABLES			
Stage	**Description**	**Activity**	**Deliverables**
1	Project Initiation	• Develop and submit work plan for review and comment by the SDO CRI WG and approval by SCC Project Authority • Conduct kick-off meeting (teleconference) with participation from the SUPPLIER and SCC	• Work plan for review, comment, and approval
2	Literature Review, Stakeholder Identification, and Needs Assessment	• Conduct a literature review and needs assessment to understand the current use of weather and climate data in standards development, and the resources, information, and other data currently available to standards writers • Determine key stakeholders to be engaged in Stage 4 and propose an engagement plan, including identifying language needs and any supporting materials required (presentation, webinar, etc.). SCC and the SDO CRI WG will provide feedback on this stakeholder list.	• Report on results of the literature review and needs assessment (5 – 10 pages) • List of proposed stakeholders to engage in Stage 4 • Engagement plan for approval
3	Content Development	• Finalize stakeholder list based on feedback received • Develop draft of the guidance document • Develop any necessary materials to support the engagement plan, including bilingual materials where needed	• Copy of draft document • Copy of materials developed for Stage 4
4	Validation with Stakeholders	• Deliver activities under the engagement plan to obtain feedback and comments on the draft guidance document	• Report on results of the engagement activities and comments received (2 - 5 pages)
5	Final Guidance Document and Translation	• Incorporate any feedback received in Stage 4 • Submit a final draft of text to SCC for approval • Translate guidance document and complete graphic design/layout of the approved text	• Final guidance document draft for approval • Final copies of guidance document in English and

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		• Support SCC to develop a news release and related marketing materials (e.g., one-page handout) • Submit English and French versions of guidance document to SCC.	French
6	Feedback	• Project report summarizing any lessons learned and major comments or areas not addressed by the document (areas of future work).	• Project summary report (2 - 5 pages).

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APPENDIX D – TECHNICAL EVALUATION CRITERIA

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EVALUATION PROCESS

General

A Technical Evaluation Committee, consisting of at least three (3) SCC or SCC-appointed representatives, will be formed to assess all bids received in response to SCC RFP# 2021-05. The committee will be dissolved subsequent to the successful completion of their duties in selecting the Bidder with whom SCC will contract for the delivery of the project.

Proposals will be evaluated in accordance with the evaluation criteria identified and in conjunction with the Statement of Work (SOW). Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be demonstrated for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of, or knowledgeable about, the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders' written proposal. The Technical Proposal must not exceed 30 pages, excluding appendices.

Steps in the Evaluation Process

Step 1 – Evaluation against Mandatory Criteria

All bids will be evaluated to determine if the mandatory requirements detailed in *Appendix C Technical Evaluation Criteria: Part A Mandatory Criteria* have been met. Only those bids meeting ALL mandatory requirements will be considered.

Step 2 – Evaluation against Point-Rated Criteria

All bids meeting the criteria from Step 1 will be evaluated and scored, in accordance with the point-rated criteria detailed in *Appendix D Technical Evaluation Criteria: Part B Point-Rated Criteria*, to determine the Bidder's Total Technical Merit Score. All bids meeting the minimum thresholds in Step 2 will proceed to Step 3.

Step 3 – Evaluation of Financial Proposals

Only technically compliant bids meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.

Bidders must provide a price for each item identified in the format specified in *Appendix E Financial Proposal*. Ranges (e.g., $10-$13) are not acceptable.

Step 4 – Basis of Selection

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

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%. In the event of a tie, the proposal receiving the highest score for the technical evaluation will be selected.

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APPENDIX D: TECHNICAL EVALUATION CRITERIA

Part A: Mandatory Criteria

Proposals will be assessed to determine whether they meet the following mandatory requirements.

Item	Mandatory Requirement	Compliant (Yes/No)
M1	The Bidder must provide a detailed résumé, including work histories, for each of the proposed Project Team Members. The Bidder must identify which Team Member will serve as a Project Team Lead.	☐ Yes ☐ No
M2	The Bidder must attest in writing that the Project Team has the capacity to engage stakeholders in both official languages.	☐ Yes ☐ No
M3	The Technical Proposal must not exceed 30 pages, excluding appendices.	☐ Yes ☐ No

Part B: Point-Rated Criteria

The proposal must include a detailed description of the approach, methodology and the work plan describing how the Bidder would carry out the project to achieve the described objectives. Each proposal will be evaluated against point-rated criteria in the below five (5) categories. A response must be provided for each criterion.

Category	Max. Points
R1: Experience/competence of the Bidding Organization and Project Team	64
R2: Work Plan and Approach	25
R3: Quality of the Proposal	5
Total Possible Points	**94**

66 of the possible 94 points must be achieved (70%) in order for the financial elements of the bid to be evaluated.

Category R1: Experience / Competence of the Bidding Organization and Project Team Member

The Evaluation Committee will assess the experience and competence of the Bidding Organization ("the Bidder") and Project Team Members with respect to RFP-2021-05, using the following criteria:

1. knowledge of climate change and anticipated future impacts in the Canadian context;
2. knowledge of climate modelling and/or climate science;
3. knowledge of best practices for using modelled climate information in decision-making;
4. knowledge of the accredited standards development process and standardization in a Canadian context;
5. experience reviewing, analyzing and synthesizing scientific and policy information;
6. experience communicating climate change information to various audiences;
7. experience collecting and synthesizing information from subject matter experts; and
8. experience writing clear, concise reports.

The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The same example may be used to meet various criteria, but must be revised

accordingly to highlight the context within which it applies. The basis for scoring each criterion is provided in the table below.

Item	Rated Criteria	Maximum Points
R1A The Bidder is asked to provide: • one (1) example of a project that demonstrates the organization's knowledge of climate change and anticipated future impacts in the Canadian context; and • one (1) example of a project the demonstrates a project team member's knowledge of climate change and anticipated future impacts in the Canadian context	For each of the two (2) requested examples, points will be awarded as follows: -up to two (2) points will be awarded if the example is limited by region or only somewhat applies to the Canadian context; -up to four (4) points will be awarded if the example is shows in-depth knowledge and relevance across Canada	**8**
R1B The Bidder is asked to provide: • one (1) example of a project that demonstrates the organization's knowledge of climate modelling and/or climate science; and • one (1) example of a project that demonstrates a project team member's knowledge of climate modelling and/or climate science	For each of the two (2) requested examples, points will be awarded as follows: -up to two (2) points will be awarded if the example is implied but not explicit; -up to four (4) points will be awarded if the example is detailed, explicit and relevant	**8**
R1C The Bidder is asked to provide • one (1) example of a project that demonstrates the organization's knowledge of best practices for using modelled climate information in decision-making; and • one (1) example of a project that demonstrates a project team member's knowledge of best practices for using modelled climate information in decision-making	For each of the two (2) requested examples, points will be awarded as follows: -up to two (2) points will be awarded if the example is either clearly linked to decision-making or the determination of best practices; -up to four (4) points will be awarded if the example is clearly linked to both decision-making and the determination of best practices	**8**
R1D The Bidder is asked to provide • one (1) example of a project that demonstrates the organization's knowledge of the accredited standards development process and standardization in a Canadian context; and • one (1) example of a project that	For each of the two (2) requested examples, points will be awarded as follows: -up to two (2) points will be awarded if the example is relevant to a national or the international standardization system	**8**

Item	Rated Criteria	Maximum Points
demonstrates a project team member's knowledge of the accredited standards development process and standardization in a Canadian context	-up to four (4) points will be awarded if the example is detailed, recent and relevant to the Canadian standardization system	
R1E The Bidder is asked to provide • one (1) example of a project to demonstrate the organization's experience reviewing, analyzing and synthesizing climate-relevant scientific and policy information; and • one (1) example of a project to demonstrate a project team member's experience reviewing, analyzing and synthesizing climate-relevant scientific and policy information	For each of the two (2) requested examples, points will be awarded as follows: -up to two (2) points will be awarded if the example is implied but not explicit in how the experience was gained and how the project was carried out; -up to four (4) points will be awarded if the example is detailed, explicit and relevant on how the experience was gained and how the project was carried out;	**8**
R1F The Bidder is asked to provide • one (1) example of a project to demonstrate the organization's experience in communicating climate change information to various audiences; and • one (1) example of a project to demonstrate a project team member's experience in communicating climate change information to various audiences	For each of the two (2) requested examples, points will be awarded as follows: -up to two (2) points will be awarded if the example is for two or more different audiences; -up to four (4) points will be awarded if the example is two or more audiences that are relevant to the objectives of this project (standards writers, standards users, etc.)	**8**
R1G The Bidder is asked to provide • one (1) example of a project to demonstrate the organization's experience collecting and synthesizing information from subject matter experts; and • one (1) example of a project to demonstrate a project team member's experience collecting and synthesizing information from subject matter experts	For each of the two (2) requested examples, points will be awarded as follows: -up to two (2) points will be awarded if the example is implied but not explicit; -up to four (4) points will be awarded if the example is detailed, explicit and relevant	**8**
R1H The Bidder is asked to provide • one (1) example of a project to demonstrate the organization's	For each of the two (2) requested examples, points will be awarded as follows:	**8**

Item	Rated Criteria	Maximum Points
experience writing clear and concise reports; and • one (1) example of a project to demonstrate a project team member's experience writing clear and concise reports	-up to two (2) points will be awarded if the example shows clear and concise writing; -up to four (4) points will be awarded if the example includes clear and concise writing and shows evidence of being calibrated to the audience	

Category R2: Work Plan and Approach

The Bidder must provide a thorough description of the proposed approach and work plan. The basis for scoring with respect to each criterion is provided in the table below.

Item	Rated Criteria	Maximum Points
R2A The Bidder should demonstrate a comprehensive approach, and appropriate assignment of resources, to achieve all aspects of the project	-Up to three (3) points if the description of the project approach is incomplete, missing some details, or is not realistic or technically feasible -Up to six (6) points if the description of the project approach is detailed enough to include a description of the steps that will be undertaken to meet each deliverable outlined in the SOW but is missing some details -Up to ten (10) points if the description of the approach is detailed enough to include a description of the steps that will be undertaken to meet each deliverable outlined in the SOW; the approach and method must be complete, realistic, technically feasible, and tailored to the objectives outlined in the SOW	**10**
R2B The Bidder should outline a clear work plan to ensure the objectives of the Project are met. The work plan should identify, at a minimum, the Bidder's understanding of the goals and objectives of the project, resources that will be employed, constraints, and a project schedule (a diagram such as a Gantt chart may be provided, but must be clearly readable)	Points will be awarded as follows: -Up to four (4) points if the work plan addresses some objectives of the project and some elements of the critical path, with some explanation of how the timelines were determined, and a cursory overview of what resources will be utilized. -Up to seven (7) points if the work plan addresses most objectives of the project and most elements of the critical path, with an explanation of how the timelines	**10**

Item	Rated Criteria	Maximum Points
	were determined, the resources to be utilized, and some key underlying assumptions. -Up to ten (10) points if the work plan addresses all objectives of the project and all elements of the critical path, with a thorough explanation of how the timelines were determined, the resources to be utilized, and any key underlying assumptions. The schedule should also identify events in the timeline where support and/or validation by SCC will take place.	
R2C The Bidder should demonstrate a clear risk mitigation strategy	Points will be awarded as follows: - Up to three (3) points if challenges that could arise that would impact the quality and/or delivery of the project, and corresponding mitigating actions, are identified but not clearly described - Up to five (5) points if challenges that could arise that would impact the quality and/or delivery of the project, and corresponding mitigating actions, are clearly described and demonstrate a realistic approach and understanding of the project. Proactive and reactive mitigation actions should be outlined.	**5**

Category R3: Quality of the Proposal

The Technical Evaluation Committee will assess the quality of the proposal to determine whether the information organized within the proposal is presented in a clear and comprehensive fashion. The Bidder is asked to assure that material within the proposal is formatted, organized and written in such a way as to make clear to the reviewer where responses to mandatory and point-rated requirements are located.

Item	Rated Criteria	Maximum Points
R3A The bid should be written in a clear, concise, and professional manner.	Points will be awarded as follows: -Up to one (1) point if the proposal is poorly organized, difficult to read, and contains frequent typos -Up to three (3) points if the proposal is generally well-organized but is somewhat difficult to read and contains some typos	**5**

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Item	Rated Criteria	Maximum Points
	-Up to five (5) points if the proposal is highly organized, concise, clearly written, and contains very few to no typos	

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APPENDIX E – FINANCIAL PROPOSAL

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FINANCIAL PROPOSAL

Please complete the below financial template and submit as **ATTACHMENT 2 – Financial Proposal.**

All figures should be referenced in Canadian currency, pre-tax.

Deliverable as Outlined in the Statement of Work	Level of Effort (Days)	Cost
Stage 1: Project Initiation		
Stage 2: Literature Review, Stakeholder Identification, and Needs Assessment		
Stage 3: Content Development		
Stage 4: Validation with Stakeholders		
Stage 5: Final Guidance Document and Translation		
Stage 6: Feedback		