



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment Canada</b> <b>/ Réception des soumissions – Environnement Canada</b></p> <p><b>Email Address: ec.soumissions-bids.ec@canada.ca</b> <b>Attention: Barry McKenna</b> <b>Solicitation Number: 5000054813</b></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT CANADA</b></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><b>SOUSSION À:</b> <b>ENVIRONNEMENT CANADA</b></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><b>Title – Titre</b> <b>Volatile Organic Compounds (VOC) Emission Estimations and Cost-Benefit Analysis of VOC Reduction from the Canadian Industrial and Commercial Adhesive and Sealant Sector</b></p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> <b>5000054813</b></p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</b> <b>2020-12-10</b></p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b></p> <p><b>at – à 2:00 P.M.</b> <b>on – le 2021-01-05</b></p>	<p><b>Time Zone – Fuseau horaire</b></p> <p><b>EST</b></p>
	<p><b>F.O.B – F.A.B</b></p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> <b>Barry McKenna</b> <a href="mailto:Barryjoseph.mckenna@canada.ca">Barryjoseph.mckenna@canada.ca</a></p>	
	<p><b>Telephone No. – N° de téléphone</b> <b>819-938-9425</b></p>	<p><b>Fax No. – N° de Fax</b></p>
	<p><b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</b> <b>See herein</b></p>	
	<p><b>Destination of Services / Destination des services</b> <b>See Herein</b></p>	
	<p><b>Security / Sécurité</b> <b>There is a security requirement for this solicitation</b></p>	
<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p>		
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) /</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b></p>		
<p><b>Signature</b></p>	<p><b>Date</b></p>	



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**TITLE: VOC Emission Estimations and Cost-Benefit Analysis of VOC Reduction from the Canadian Industrial and Commercial Adhesive and Sealant Sector**

**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 Insurance Requirements
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, The Security Requirements Check List and Insurance Requirements.

**2. Summary**

- 2.1 ECCC is seeking to gather technical and economic data on commercial and industrial adhesives/sealants. This information will be used to identify VOC emissions reduction opportunities, as well as to assess possible economic impacts of future control measures.

The period of the contract is from Contract Award to November 30, 2021.

- 2.2 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.
- 2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

**3. Debriefings**

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



## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

## 2. Submission of Bids

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

## 3. Former Public Servant – Competitive Bid

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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



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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Ontario.



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

## 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 soft copy in PDF format by e-mail  
Section II: Financial bid - 1 soft copy in PDF format by e-mail  
Section III: Certifications - 1 soft copy in PDF format by e-mail

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 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](mailto:ec.soumissions-bids.ec@canada.ca)  
Attention: Barry McKenna  
Solicitation Number: 5000054813

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

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



In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- (1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- (2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders; and
- (3) print on both sides of the paper.

### **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 Canadian funds and in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders should include the following information in their financial bid:
  - (a) Their legal name; and
  - (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES 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

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

### 1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o Contracts all signed by A and B in joint venture, or
- o Contracts signed by A and contracts signed by A and B in joint venture, or
- o Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.



**1.1.1 Mandatory Technical Criteria**

See Attachment 1 to Part 4 – Mandatory Requirements and Evaluation Criteria

**1.1.2 Point Rated Technical Criteria**

See Attachment 1 to Part 4 – Point Rated Technical Criteria

**1.2 Financial Evaluation**

**1.2.1 Mandatory Financial Criteria**

**The maximum funding available for the Contract resulting from the bid solicitation is \$65,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.**

**1.2.2 Price evaluation**

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as described in Annex B.

**2. Basis of Selection – Highest Combined Rating of Technical Merit 70% and Price 30%.**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
  - d. obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 103 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. 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.
4. 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%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. 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 table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating	84.18	73.15	77.70
Overall Rating	1st	3rd	2nd



**ATTACHMENT 1 TO PART 4  
MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA**

**Evaluation of proposals**

The proposal should describe in sufficient detail the qualifications and relevant experience of the proposed resources. Each proposal meeting the mandatory requirements will be evaluated and rated according to the criteria described below and to the weighting described in Table 2. Any relevant information to enable Environment and Climate Change Canada to adequately score the proposal based on the criteria listed below should be included. Information not included in the proposal will not be taken into consideration.

**MANDATORY CRITERIA**

**Table 1: Mandatory Criteria**

	Mandatory Criteria	Met/Not Met
<b>M1</b>	<p>The Bidder must submit a technical proposal which must, at a minimum, include:</p> <ul style="list-style-type: none"> <li>a) work plan and schedule</li> <li>b) methodology</li> <li>c) description of the team (including subcontractors, as applicable)</li> <li>d) Identification of Project Manager</li> <li>e) CVs of all proposed key team members</li> </ul> <p>The proposal must be no more than thirty five (35) pages in length, excluding resumes of project staff, which must be included in an appendix. The Bidder must provide a detailed résumé for EACH of the proposed key team member(s), which clearly describes relevant work experience, academic qualifications, professional certifications and publications. <b>The Bidder should bold-face or highlight the relevant areas in the resources résumés.</b></p>	
<b>M2</b>	<p>The Bidder must demonstrate that at least one key team member holds a university degree in chemistry, chemical engineering, environmental engineering or environmental sciences and has performed technical work on a minimum of two (2) projects related to the estimation of air emissions in the past ten (10) years. Proof of degree must be included in the proposal.</p>	
<b>M3</b>	<p>The Bidder must demonstrate that the proposed Project Manager has at least 10 years of experience managing projects of similar or greater scope and budget. This criterion must be demonstrated by providing a list of projects that have been completed.</p> <p>*Projects with duration of less than 3 months will not be taken into account.</p>	
<b>M4</b>	<p>The bidder must demonstrate that at least one Project Team member is able to communicate with, and review documentation from, targeted stakeholders or industry representatives in both official languages (oral and written).</p>	



**RATED CRITERIA**

**Table 2: Point Rated Technical Criteria**

	<b>Rated Criteria</b>	<b>Maximum Score</b>
<b>R1</b>	<b>Project Objectives and Scope</b> (Maximum 10, Minimum 4)	
	<p>The Bidder should demonstrate a thorough understanding of the technical issues involved in this project and the logistical requirement to conduct the project successfully, and clearly describe the Bidder's strategy for meeting all project milestones. The Bidder's approach should be clear, complete, reasonable and feasible. The Bidder's proposal should include the Bidder's approach to achieving the overall objectives of the project, and its approach to each of the tasks in the statement of work. The Bidder's understanding of the issues should be evidenced both in a Background section of its proposal, and also in a task by task description of its proposed approach for completing the work. The approach should address potential issues that may arise during the conduct of the project and the Bidder's strategy for handling any problems.</p> <p>The demonstrated understanding of the objectives and scope will be awarded points as follows:</p> <p>(10 pts) The bidder demonstrates a complete and correct understanding of scope and objectives, combined with significant added insights that demonstrate the completeness of understanding of the project's intricacies</p> <p>(8 pts) The bidder demonstrates an adequate understanding of the scope and objectives with some additional insights that demonstrate a certain understanding of the project's intricacies.</p> <p>(4 pts) The bidder demonstrates an adequate understanding of scope and objectives, but without any additional insights that demonstrate a good understanding of the project's intricacies.</p> <p>(0 pts) The scope and objective description is lacking clear evidence of understanding the project scope and objectives, or this element is not addressed in the proposal.</p>	10 points
<b>R2</b>	<b>Methodological approach</b> (maximum: 24, minimum 18)	
	<p>The Bidder's proposal should provide a comprehensive methodological approach to complete all aspects of the project. The following rating scheme will be used to evaluate the approach.</p>	



	<b>Rated Criteria</b>	<b>Maximum Score</b>
<b>R2.1</b>	<p><b>The proposed methodological approach</b></p> <p>(16 pts) The methodological approach includes a detailed description of the steps that will be undertaken to meet each deliverable in the Statement of Work. The approach is complete, realistic and feasible; it highlights multiple and varied data sources.</p> <p>(12 pts) The methodological approach includes a description of the steps that will be undertaken to meet deliverables in the Statement of Work. All key steps are included but some steps are not clearly described with sufficient detail OR some data sources are missing. The approach is realistic and feasible.</p> <p>(8 pts) The methodological approach includes a description of the steps that will be undertaken to meet deliverables in the Statement of Work, but is a) missing a key step; b) some steps are not realistic or feasible; OR c) key data sources are not provided.</p> <p>(4 pts) The methodological approach is incomplete (missing steps, limited data sources), not realistic or not feasible.</p>	16 points
<b>R2.2</b>	<p><b>Possible problems and challenges that could impact the quality and/or delivery of the project and proposed solutions</b></p> <p>(8 pts) Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are clearly described; the proposed solutions adequately mitigate the issues identified and are within the scope of the project.</p> <p>(6 pts) Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are described but incomplete; the proposed solutions adequately mitigate the issues identified and are within the scope of the project.</p> <p>(2 pts) Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are described but incomplete and the proposed solutions do not adequately mitigate the issues identified or are not within the scope of the project.</p> <p>(0 pts) Possible problems and challenges that could arise that would impact the quality and/or delivery of the project are not described.</p>	8 points
<b>R3</b>	<p><b>Work plan and Schedule</b> (maximum : 30, minimum 19)</p>	
	<p>The Bidder should provide a work plan that identifies the tasks required to meet the project timelines, the allocation of resources and moneys to the tasks, and the quality assurance measures that will be applied. The following rating scheme will be used to evaluate this criterion:</p>	



	<b>Rated Criteria</b>	<b>Maximum Score</b>
<b>R3.1</b>	<p><b>Description of schedule and tasks</b></p> <p>(12 pts) The work plan demonstrates that the proposed project will meet the time schedule requirements requested in the Statement of Work, and explains in a clear and logical manner all the tasks and deliverables that will be needed to reach the Objectives of the Statement of Work.</p> <p>(8 pts) The work plan demonstrates that the proposed project may meet the time schedule requirements requested in the Statement of work; key tasks are included but not explained in a clear and logical manner how they will reach the Objectives of the Statement of Work.</p> <p>(4 pts) The work plan presented is not entirely complete or lacks details to demonstrate that the proposed project will meet the time schedule requirements requested in the Statement of work; key tasks are missing to reach the objectives of the Statement of Work.</p>	12 points
<b>R3.2</b>	<p><b>Resource Allocation:</b></p> <p>(12 pts) For each task, the personnel assigned to the task are each qualified for the task and have experience relevant to their assigned role in successfully completing the Task.</p> <p>(8 pts) For a minority of tasks, some personnel assigned to the task are not qualified or do not have experience relevant to their assigned role but the overall project team can deliver.</p> <p>(4 pts) For a majority of tasks, some personnel assigned to the task are not qualified or do not have experience relevant to their assigned and it is not certain if the overall project team can deliver.</p> <p>(0 pts) The personnel assigned to the tasks are not qualified and/or not experienced to ensure successful completion of the Project or there are no personnel assigned to each task</p>	12 points
<b>R3.3</b>	<p><b>Quality Assurance</b></p> <p>(6 pts) Quality assurance is addressed throughout the work plan, measures used for quality assurance are described and are sufficient to ensure the quality of all deliverables.</p> <p>(3 pts) Quality assurance is addressed but measures used for quality assurance are not described with sufficient detail at each stage of the wok plan.</p> <p>(0 pts) Quality assurance is not addressed in the work plan</p>	6 points
<b>R4</b>	<b>Project Team Experience (maximum : 24, minimum 12)</b>	



	<b>Rated Criteria</b>	<b>Maximum Score</b>
	<p>A maximum of three (3) reference projects should be presented for each topic, in tabular format. If more than three (3) referenced projects are submitted for a given topic, only the first three (3) in order of presentation will be evaluated. All referenced projects must:</p> <ul style="list-style-type: none"> <li>• have been completed within the last ten (10) years from the date of bid closing and be at least 3 months in duration;</li> <li>• have included at least one of the proposed key project team members;</li> <li>• identify the client name, project start and end dates, and project description.</li> <li>• provide a description of the scope of the work performed; the description should clearly identify the type of project;</li> <li>• provide the planned and actual fees; and,</li> <li>• provide the name, email address and telephone number of client contact(s) for the project.</li> </ul> <p>The reference projects should have similar or greater scopes and budget to the proposed deliverables outlined in the Statement of Work.</p> <p>Reference projects should demonstrate experience related to the following <b>project topics</b>. Points will be awarded for demonstrating experience with multiple project types outlined below. Please consult the Work Description in the SOW for further details.</p> <p><b>Topic 1:</b> Air emission-related data collection and analysis <b>Topic 2:</b> Cost-benefit analysis</p> <p>Note: When determining the number of reference project included in the list of projects submitted, there will be no differentiation between new projects and expansions/updates/modifications.</p>	
R4.1	<p><b><u>Topic 1:</u> Experience in air emission-related data collection and analysis</b></p> <p>(12 pts) Three (3) referenced projects satisfy topic 1 experience. (8 pts) Two (2) referenced projects satisfy topic 1 experience. (4 pts) One (1) referenced projects satisfy topic 1 experience. (0 pts) None of the referenced projects satisfy topic 1 experience.</p>	12 points
R4.2	<p><b><u>Topic 2:</u> Experience in performing a cost-benefit analysis</b></p> <p>(12 pts) Three (3) referenced projects satisfy topic 2 experience. (8 pts) Two (2) referenced projects satisfy topic 2 experience. (4 pts) One (1) referenced projects satisfy topic 2 experience. (0 pts) None of the referenced projects satisfy topic 2 experience.</p>	12 points
R5	<b>Project Manager's Experience</b> (maximum 15 points, minimum 7)	





	Rated Criteria	Maximum Score
R5.1	<p><b>The bidder should demonstrate, using project descriptions, that the proposed Project Manager has the following experience on projects of similar or greater scope and budget related to air emissions data collection, analysis and interpretation and cost benefit analysis.</b></p> <p>A maximum of two (2) reference projects will be evaluated as described below. If the bidder submits more than two (2) referenced projects, only the first two (2) in order of presentation will be evaluated. All referenced projects must have been performed within the last eight (8) years from the date of bid closing.</p> <p>Each of the proposed projects will be awarded points as follows</p> <p>(6 pts) The project managed was of similar or greater scope and budget and the project satisfies topic 1 AND topic 2 experience, as described in R4..</p> <p>(4 pts) The project managed was of similar or of greater scope and budget and the project satisfies topic 1 OR topic 2 experience, as described in R4..</p> <p>(2 pts) The referenced project is smaller in terms of scope or budget but the project satisfies topic 1 OR topic 2 experience, as described in R4.</p> <p>(0 pts) No reference projects were provided or the project does not satisfy topic 1 OR topic 2 experience, as described in R4.</p>	12 points
R5.2	<p><b>Details on back-up arrangements for the Project Manager and their capabilities</b></p> <p>The Bidder must provide a detailed résumé for the proposed back-up Project Manager, which clearly describes relevant work experience, academic qualifications, professional certifications and publications. <b>The Bidder should bold-face or highlight the relevant areas in the résumé.</b></p> <p>(3 pts) The arrangements for the back-up Project Manager are clearly presented and the back-up Project Manager has at least 5 years of experience managing projects of similar or greater scope and budget.</p> <p>(2 pts) The back-up arrangements are not clearly presented OR the proposed back-up Project Manager does not have at least 5 years of experience managing projects of similar or greater scope and budget.</p> <p>(0 pts) The back-up arrangements are not provided OR the back-up Project Manager has not been identified.</p>	3 points
<b>Total (Total minimum points required: 60points)</b>		<b>103 points</b>



## **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.

### **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

#### **2.3 Former Public Servant**



PWGSC SACC Manual clause A3026T (2014-06-26) Former Public Servant – Competitive Bid

### **3. Certifications Required with the Bid**

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

#### **PART 6 – INSURANCE**

##### **1. Security Requirement**

- (a) At the date of bid closing, 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;

##### **2. Insurance Requirements**

- 1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- 2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 3. The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.



## PART 7 - RESULTING CONTRACT

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 (2020-05-28), General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

#### At Section 12 Transportation Costs

**Delete:** In its entirety

**Insert:** "Deleted"

#### At Section 13 Transportation Carriers' Liability

**Delete:** In its entirety.

**Insert:** "Deleted"

#### At Section 18, Confidentiality:

**Delete:** In its entirety

**Insert:** "Deleted"

#### Insert Subsection: "35 Liability"

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

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

#### At Section 19 Copyright

**Delete:** In its entirety

**Insert:**

1. In this section:

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

"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of



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

### 2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: *(to be determined)*.

### 3. Security Requirement

- 3.1 The Contractor/Offeror MUST comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C
  - b. Contract Security Manual (CSM), Latest Edition<sup>[2]</sup>
- 3.2 The Contractor/Offeror must use the ECCC provided IT system(s) for create, process and store **protected** information. The ECCC provided IT System(s) must be used at a location within Canada. Organizations must not use their own IT system in support of this contract to store/process/create protected or classified information; to do so will constitute a breach of one or more of the terms of this contract.
- 3.3 The Contractor's/Offeror's personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the **CSP/ISS/PSPC**
- 3.4 The Contractor/Offeror must report to ECCC any security incidents and changes in circumstances and behaviors<sup>[3]</sup> that may impact the ability of the Contractor/Offeror to maintain the confidentiality of ECCC provided protected information.

<sup>[2]</sup> CSM: <https://www.tpsgc-pwgsc.gc.ca/esc-src/msc-csm/index-eng.html>

<sup>[3]</sup> Reporting incidents: <https://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safeguarding/signalement-reporting-eng.html>



- 3.5 The Contractor/Offeror MUST ensure that their personnel have been briefed on their responsibilities for the handling and safeguarding protected and/or classified information and assets and comply with Chapter 6 and Annex C of the Contract Security Manual (Latest Edition).

#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The period of the Contract is from date of Contract award to November 30, 2021 inclusive

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Josée Francoeur  
Title: A/Team Manager – Procurement – Operations East, NCR  
Organization: NCR Procurement and Contracting  
Finance Branch  
Environment and Climate Change Canada  
Address: 200 Sacré-coeur Blvd., 3rd Floor, Rm 335  
Gatineau QC K1A 0H3  
Telephone: 819-938-3822  
E-mail address: [josee.francoeur@canada.ca](mailto:josee.francoeur@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: *(to be completed at contract award)*

Name:  
Title:  
Organization:  
Address:

Telephone:

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.

#### **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 \$ \_\_\_\_\_ in accordance with Annex B. 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.

## **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

## **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 Ontario.

## **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, Insurance Requirements;



- (g) the Contractor's bid dated (*to be determined*),

## **12. Insurance Requirements – Specific requirement**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.





## ANNEX A STATEMENT OF WORK

### VOC Emission Estimations and Cost-Benefit Analysis of VOC Reduction from the Canadian Industrial and Commercial Adhesive and Sealant Sector

#### 1. PROJECT BACKGROUND

Particulate matter (PM) and ground-level ozone are the main ingredients of smog that cause serious health effects for Canadians, including thousands of premature deaths, hospital admissions and emergency room visits every year. Volatile Organic Compounds (VOCs) are precursor pollutants contributing to the formation of ground-level ozone and PM. Anthropogenic sources of VOCs include combustion and evaporation processes associated with the application of coatings, paints, adhesives, sealants and general solvent use.

Consumer adhesives, such as non-aerosol adhesives packaged in containers of 3.485 Litres or less, and aerosol adhesives in non refillable cans, are covered by the proposed *Volatile Organic Compound Concentration Limits for Certain Products Regulations*. There are currently no Canadian instruments in place to control VOC emissions from industrial and commercial adhesive and sealant products.

In the U.S. there is no federal national standard to limit the VOC content of industrial and commercial adhesive and sealant products. The U.S. Environmental Protection Agency (U.S. EPA) has developed [Control Techniques Guidelines for Miscellaneous Industrial Adhesives](#) (CTG) designed to assist states or local air pollution control authorities in developing approaches for controlling VOC emissions from miscellaneous industrial adhesive application processes. The Ozone Transport Commission (OTC) has a 2006 [model rule for Adhesives and Sealants](#) that limits VOC emissions from industrial and commercial adhesives, sealants and primers that most OTC member states have implemented. There is no California Air Resources Board (CARB) Suggested Control Measure (SCM) for industrial adhesives and sealants. However, some districts, such as the South Coast Air Quality Management District (SCAQMD) have implemented rules to limit the VOC content of adhesives and sealants ([Rule 1168 – Adhesive and Sealant Applications](#), last amended on October 6, 2017).

ECCC does not have current data on VOC emissions from industrial and commercial adhesive and sealant products. The purpose of this project is to collect relevant information to inform the department of potential VOC emission reduction opportunities.

#### 2. PROJECT OBJECTIVE

The overall purpose of this study is to gather technical and economic data on commercial and industrial adhesives/sealants. This information will be used to identify VOC emissions reduction opportunities, as well as to assess possible economic impacts of future control measures.

#### 3. PROJECT SCOPE OF WORK

The Contractor must carry out all the tasks listed below and provide the results to the Departmental Representative in the form of a report.

All the economic information must be provided in 2020 Canadian dollars. When monetary estimates are not available in Canadian dollars, foreign currency estimates must be converted and presented in Canadian dollars accompanied by an explanation of the exchange rates used.



Use of Canadian data should be prioritized over those from foreign sources (e.g., United States and European Union). When only foreign data is available, the Contractor should extrapolate the data for the Canadian market and support the extrapolation with valid assumptions (e.g., based on GDP, market share and demand in North America).

In order to assist the Contractor in completing the tasks outlined in this request for proposal, Environment and Climate Change Canada will provide the following information:

- Toxecology, November 2006, Technical and Socio-economic Study on VOCs from Adhesive Products (final report)
- Cheminfo, March 27, 2009, Technical and Economical study on VOCs in Industrial and Commercial Adhesives (final report)

The Contractor must complete the following tasks and provide their respective deliverables as indicated in the "Project Deliverables and Schedule" section. The Contractor is expected to provide any additional information discovered during the contract period that is deemed relevant in fulfilling the objectives of this contract.

### 3.1. TASK 1 PROVIDE INFORMATION ON THE CANADIAN COMMERCIAL AND INDUSTRIAL ADHESIVE & SEALANT SECTOR

The Contractor must provide a description of the Canadian commercial and industrial adhesive and sealant sector and its associated market; its importance in Canadian economy, such as revenues generated, employment opportunities created, volumes & value of production, import & export, as well as geographical distribution.

The Information that the Contractor must gather also includes, but is not limited to:

- Number of Canadian manufactures of adhesives and sealants, their size and location, distribution of sales among companies, and market concentration;
- Number of companies importing to Canada, their size and location, distribution of sales among companies, and market concentration;
- Description of the profitability of small and medium sized companies as compared to larger companies in this market;
- Description of key variables that could impact future production, markets and competitiveness, including providing forecasts of supply and demand over the next ten years; and
- Description of North American, national and provincial adhesive/sealant industrial associations, their roles & responsibilities and their members.

The Contractor must also provide a database of major commercial and industrial adhesive & sealant product manufacturers, importers and distributors in Canada. For the companies identified, the Contractor must provide management contact information, their activities (manufacture, import, export, or repackage), their size and location, trade name of the products and product lines, and any available information on product quantity, product value, company market shares, and market concentration. If a product is imported, the Contractor must gather information on the foreign manufacturers including their name, size and location, as well as any available information on distribution of sales among companies, and market concentration.



### 3.2. TASK 2 – PROVIDE VOC RELATED INFORMATION ON COMMERCIAL AND INDUSTRIAL ADHESIVES AND SEALANTS

The Contractor must provide technical information on commercial and industrial adhesives and sealants. Information to gather also includes, but is not limited to:

- Describe emission mechanism for VOCs from adhesive/ sealant products, including factors that could influence the VOC emissions and the role that VOCs play in the product's performance;
- Describe the current emission prevention/control technologies for adhesive/sealant products and the technology trend;
- Provide an overview of requirements applicable to commercial and industrial adhesives and sealants in U.S. jurisdictions such as, but not limited to, SCAQMD, CARB, US EPA, and OTC.
- For each identified regulatory instrument, provide a description of the scope and a list of adhesive and sealants categories and applicable VOC content limits, as well as a discussion of the suitability of the categories and VOC limits for products being sold in Canada.

### 3.3. TASK 3 – CONDUCT A SURVEY TO GATHER INFORMATION ON PRODUCTS SOLD INTO THE CANADIAN MARKETPLACE

The contractor must develop and administer a survey, with a statistically significant sample size and an acceptable margin of error, to:

- Identify the actual VOC content in grams per litre, of commercial and industrial adhesives and sealants sold in Canada for the 2019 calendar year.
- Compare these VOC contents to requirements in U.S. jurisdictions including, but not limited to, SCAQMD, CARB, US EPA, and OTC. For this task, it may be necessary to adjust the actual content to one that follows the appropriate U.S. regulatory requirements to make them comparable.
- Provide an estimate of the percentage commercial and industrial adhesives and sealants products sold in Canada for the 2019 calendar year (by volume and by product units) that meet the requirements in SCAQMD, CARB, US EPA, and OTC respectively. These values should be broken down by product category.
- Provide an estimate of the VOC emissions releases by commercial and industrial adhesives and sealants sold in Canada for the 2019 calendar year. This estimate should be provided for products reported through the survey, and extrapolate the VOC emissions or the entire Canadian market based on products reported. These values should be broken down by product category.
- Estimate VOC emission reductions that could be achieved if the commercial and industrial adhesives and sealants sold in Canada for the 2019 calendar year were compliant with requirements in SCAQMD, CARB, US EPA, and OTC respectively. These values should be broken down by product category.

To gather data, the Contractor will, with approval from the Departmental Representative, contact industry and industry associations. Prior to contacting stakeholders, the Departmental Representative must approve the content of any surveys, interview questions and contact lists. The Contractor is responsible for developing a contact list and ensuring the accuracy and completeness of the information. If needed, the Departmental Representative may also provide a letter to help the Contractor gather data from stakeholders.



The Contractor must keep a record of discussion following any communication with industry stakeholders. These records must contain the contact information, the subject of discussion, the questions posed and answered during the discussions, and any feedback received on the subject. The final report must include a list of persons contacted while gathering the information, as well as their contact information including email addresses.

### 3.4. TASK 4 – COST-BENEFIT ANALYSIS

The Contractor must provide a cost-benefit analysis of VOC emission reductions that could be achieved should ECCC adopt requirements used in U.S. jurisdictions such as SCAQMD, CARB, US EPA, and OTC. ECCC staff will confirm with the contractor which of these jurisdictions should be included based on results from tasks 3. The analysis will be performed for a maximum of three of these jurisdictions. Information to be provided for each applicable product category includes, but is not limited to:

- the product unit production cost;
- the costs of emission reduction measures, including but not limited to the costs of reformulation or importation, if any, for each product category;
- the total costs (e.g., direct/indirect and short-term/long-term) and benefits (i.e. quantity of VOC reduced) for each for each product category over a 10 year forecast; and
- The average annualized cost to reduce VOC emissions over a 10 year forecast (cost per tonne).

### 3.5. TASK 5 – DEVELOP A REPORT AND PRESENT THE RESULTS TO ECCC

The contractor must summarize and synthesize the information gathered from in Tasks 1, 2, 3 and 4 in order to address to the project objective and submit a final full report and a final public report, in Microsoft Word format, presenting the context, analysis, results and conclusions of the study (the report must not exceed a maximum of 75 pages with an additional 50 pages of annexes). Both reports must contain an executive summary respectively that includes all the salient points, data and conclusions.

The final public report is a version of the final report that complies with federal legislation and policies, specifically the [Access to Information Act](#), the [Privacy Act](#) (i.e. Confidential Business Information (CBI) free, free of personal information), and the [Canada.ca Content Style Guide](#) (i.e. long descriptions and alternative text for all graphs and figures), while the final full report contains all the findings including CBI and personal information, if necessary.

The contractor must also provide excel worksheets containing the development of information to support the report, including the company database, survey results, calculations, tables, figures, graphs etc.

The contractor must provide an oral presentation of the key findings and outcomes of the study to ECCC Representatives. ECCC representatives may choose to invite external guests to the presentation. The Contractor must support its presentation using Microsoft PowerPoint (Microsoft Office Suite 2016). The Contractor must submit the PowerPoint presentation to ECCC no later than 5 working days before the presentation date. The Contractor must present to ECCC Representatives by teleconference or Webinar.

## 4. PROJECT DELIVERABLES AND SCHEDULE

Regular feedback (at least once every two weeks) through emails or phone calls must be maintained between the Contractor and the Departmental Representative.



In addition to the final reports, the Contractor will provide the Departmental Representative with electronic copies (Microsoft Office Suite 2016) of all notes, text, graphics, surveys, raw data, spreadsheets and records of discussion used for the delivery of this Contract upon request.

All deliverables must be provided no later than twenty five (25) weeks after the first day of contract award as detailed in Table 1 below.

*Table 1: Schedule of Deliverables*

<b>DELIVERABLE</b>	<b>DATE</b>
<b>Initial Meeting</b>	<b>Within 5 working days of contract award.</b>
<b>Task 1 Report (gather information on the sector)</b>	<b>No later than 4 weeks after contract award.</b>
<b>Task 2 Report (provide VOC related information)</b>	<b>No later than 5 weeks after contract award.</b>
<b>Task 3 Report (Survey and product VOC emission/reduction estimation)</b>	<b>No later than 14 weeks after contract award.</b>
<b>Task 4 Report (reduction cost-benefit analysis)</b>	<b>No later than 18 weeks after contract award.</b>
<b>Task 5 Draft Report</b>	<b>No later than 21 weeks after contract award.</b>
<b>Final Reports (Final Full Report, Final Public Report, and Final Executive Summary) and Final Presentation</b>	<b>No later than 25 weeks after contract award.</b>

#### 4.1. INITIAL MEETING

A meeting will be set up between the Contractor and ECCC Representatives via teleconference. During the meeting, ECCC and the Contractor will discuss and clarify any matters related to the contract and review the project’s work plan. ECCC will approve the details of the contract, including the Contractor’s work schedule and revised work plan, as required. The Contractor will also be provided with any relevant background materials.

#### 4.2. TASK 1 AND 2 REPORT

The Contractor must develop and provide a written report that contains the information required from Tasks 1 and 2. This deliverable must consider and address comments received during regular progress of the project and comments provided on the methodology and work plan. These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite 2016). ECCC will review and provide comments to the Contractor within two (2) weeks after receiving the document. The Contractor must provide feedback on comments received within one (1) week. The Departmental Representative will acknowledge acceptance of the deliverable via email.



#### **4.3. TASK 3 REPORT**

The Contractor must present, in a written report, the design of survey and the questionnaires as well as the comparison with the requirements in the US jurisdiction, in order to fulfill the objectives outlined in Task 3. This deliverable must consider and address comments received during regular progress of the project and comments provided on the methodology and work plan. These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite 2016). ECCC will review and provide comments to the Contractor within two (2) weeks after receiving the document. The Contractor must provide feedback on comments received within one (1) week. The Departmental Representative will acknowledge acceptance of the deliverable via email.

#### **4.4. TASK 4 REPORT**

The Contractor must present, in a written report, the identification of emission reduction measures and cost-benefit analysis as outlined in Task 4. This deliverable must consider and address comments received during regular progress of the project and comments provided on the methodology and work plan. These documents must be provided electronically in Microsoft Word and Excel (Microsoft Office Suite 2016). ECCC will review and provide comments to the Contractor within two (2) weeks after receiving the document. The Contractor must provide feedback on comments received within one (1) week. The Departmental Representative will acknowledge acceptance of the deliverable via email.

#### **4.5. DRAFT REPORT**

The Contractor must develop and provide a written report that contains all the information required from Tasks 1, 2, 3 and 4 as well as addresses all comments provided on all previous deliverables. The draft report must contain all the findings from the study, including Confidential Business Information (CBI), personal information, names of experts consulted, and consultant recommendations and opinions related to the study. The Contractor must provide the report electronically in Microsoft Word (Microsoft Office Suite 2016). The draft report must address all the requirements identified in Task 5 of the Project Statement of Work. ECCC will review and provide comments to the Contractor within two (2) weeks after receiving the document. The Contractor must provide feedback on comments received within one (1) week. The Departmental Representative will acknowledge acceptance of the deliverable via email.

#### **4.6. FINAL FULL REPORT**

The final full report is the final version of the draft report that incorporates all comments submitted by ECCC at all stages of the contract. This document must be provided electronically in Microsoft Word (Microsoft Office Suite 2016) and Adobe Acrobat (PDF). The full report must include, at the maximum, 75 pages with an additional 50 pages for annexes.

#### **4.7. FINAL PUBLIC REPORT**

The final public report is a version of the final full report that complies with federal legislation and policies, specifically the [Access to Information Act](#), the [Privacy Act](#) (i.e. CBI-free, free of personal information), and the [Canada.ca Content Style Guide](#) (i.e. long descriptions and alternative text for all graphs and figures). This document must be provided electronically in Microsoft Word (Microsoft Office Suite 2016) and Adobe Acrobat (PDF).

#### **4.8. FINAL EXECUTIVE SUMMARY**

The final executive summary is the executive summary of the final report. The document must be provided electronically in Microsoft Word (Microsoft Office Suite 2016) and Adobe Acrobat (PDF).





#### 4.9. FINAL PRESENTATION

The final presentation is an oral presentation of the key findings and outcomes of the study to ECCC Representatives. The Contractor must support its presentation using Microsoft PowerPoint (Microsoft Office Suite 2016). The Contractor must submit the PowerPoint presentation to ECCC no later than 5 working days before the presentation date. The Contractor must present to ECCC Representatives via video conference, or Webinar.

#### 5. ACCEPTANCE OF DELIVERABLES

All discussion papers, reports and correspondence produced by the Contractor will be subject to review by persons designated by the Departmental Representative. All work is to be performed to the satisfaction of the Departmental Representative.

#### 6. TRAVEL

No travel is required for this project.

#### 7. LOCATION OF WORK

The work is to be performed at the Contractor's facility. ECC will supply the Contractor with an ECCC configured laptop that will be connected to ECCC via a Virtual Private Network for the storage and transmission of protected information.-+

Information must be created, processed, stored and exchanged accordance with the Environment and Climate Change Canada in adherence with the standards defined in the Contract Security Manual (Latest Edition), to wit:

1. Processing and Storage <sup>(CSM 6.2, 6.5, 6.6)</sup>
  - o The Protected/Classified information must only be created, stored and processed on the IT Systems provided by ECCC.
  - o IT Systems containing Protected/Classified information must only be used and stored at a location approved in writing by ECCC. The location MUST be within Canada.
  - o Any ECCC provided IT Systems, removable media and records must be stored in locked containers, such as cabinets, safes, vaults and secure rooms
2. Transfer of information and assets<sup>(CSM 6.3 and 6.7):</sup>
  - o The Protected/Classified information in electronic format must be exchanged with ECCC using ECCC provided removable media with approved encryption (PKI) and labelling, or using some other transmission means approved in writing by ECCC.
3. Verbal and Message Communication<sup>(CSM 6.9):</sup>
  - o Unprotected email **cannot** be used to exchange protected or classified information
  - o Unprotected telephones and facsimiles **cannot** be used to communicate information classified above restricted or designated above Protected A.
  - o Protected B and Classified information can only be discussed through communications services approved in writing by ECCC
  - o Classified information can only be discussed in a room that has been constructed to ensure nothing is overheard
4. Sanitization, Destruction and Disposal<sup>(CSM 6.10):</sup>
  - o Any provided IT media must be returned to ECCC
  - o Any provided physical records and copies must be returned to ECCC.
  - o Any electric copies of protected information must be purged from the Contractor/Offeror's systems.



## **8. CONFIDENTIALITY**

It is understood and agreed that the Contractor shall, during and after the effective period of the ensuing contract, treat as confidential and not divulge, unless authorized in writing by the Departmental Representative or his/her delegate, any information obtained in the course of the performance of the ensuing contract.

Subject to the Access to Information Act, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it is used to protect its own confidential information of similar nature. Any failure of the Contractor to respect the confidentiality obligations is a default of the Contractor for which the Minister may terminate the contract.





**ANNEX B**  
**BASIS OF PAYMENT**  
*(to be completed at contract award)*

**1. Financial Proposal**

**The Bidder must complete this pricing schedule and include it in its financial bid. Prices must only appear in the Financial Bid and in no other part of the bid.**

**1.1 Overview**

The Bidder's financial proposal must be submitted in Canadian Funds, GST/HST excluded, FOB Destination, customs duties and excise tax included.

The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable. The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded FOB destination, Customs duties and Excise taxes included.

**1.2 Definitions**

**Firm Lot Price:**

This is a basis of payment that applies when the total amount payable to the contractor for all or, as applicable, a portion of the contractual obligations, is the firm price agreed upon by the contracting authority and the contractor. As part of the financial proposal, the Contractor must still provide a clear and detailed breakdown of all cost elements, professional fees, travel and direct expenses to support the quoted price.

The contractor must satisfactorily fulfill all of its contractual obligations relative to the work to which this basis of payment applies, without additional payment whether or not the actual cost incurred exceeds the firm lot price.

**1.3 The Bidder must complete this pricing schedule and include it in its financial bid**

The financial proposal must provide the total fixed price for completing the work as well as a detailed breakdown of that price. Details must be provided for each sub criteria. The financial proposal should address each of the following, as applicable in detail:

**1.3.1 Table 1- Professional Services per diem Rates**

The bidder is to enter the per diem rates that will be used throughout the performance of the Contract. The bidder must enter the names and rates for each of the key team members. For team members required to support the work, the Bidder is to identify each of the labour categories that will be employed and the per diem rate that will apply to the category.

Professional Services	Estimated Level of Effort (Days)	Firm per diem rate*	(Level of effort) x (per diem rate)
<b>Resource Name</b>			
<b>Project Manager</b>			
<b>Team member 1</b>			
<b>Team member ....</b>			
<b>Support Categories</b>			
<b>Category 1 Name</b>			
<b>Category 2 Name</b>			
		<b>Total Estimated Price</b>	

\* **Per Diem rates** are firm and all-inclusive of overhead, profit and expenses such as travel and time to the NCR facilities.



**Please note the following:**

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 ("Days\_worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{Days Worked} = \frac{\text{hours worked}}{7.5 \text{ hour day}}$$

**1.3.2 Table 2 – Other Direct Expenses**

<b>Other Expenses</b>	Amount	Mark-up	Total
<b>Direct Expenses:</b> Materials, supplies, and other direct expenses incurred during the performance of the Work at actual cost with a Mark-up		_____%	

**1.3.3 Table 3 - Subcontracts**

<b>Subcontracts</b>	Amount	Mark-up	Total
<b>Subcontracts: at actual cost with markup.</b> List any subcontracts proposed for any portion of the Contract describing the work to be performed and a cost breakdown with a Mark-up		_____%	

**1.3.4 Table 4 – Total**

<b>TOTAL (sum tables 1 to 3) Firm Lot Price</b>	\$
---	----



### 1.4. Payment Schedule

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ (*insert amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will make milestone payments in accordance with the following Schedule of Milestones

Table 2: Schedule of Deliverables

Milestone/Deliverable	Due Date	% of Contract	Payment
Task 2 Report (provide VOC related information)	No later than 5 weeks after contract award.	20	\$
Task 3 Report (Survey and product VOC emission/reduction estimation)	No later than 14 weeks after contract award.	30	\$
Task 4 Report (reduction cost-benefit analysis)	No later than 18 weeks after contract award.	20	\$
Task 5 Draft Report	No later than 21 weeks after contract award.	15	\$
Final Reports (Final Full Report, Final Public Report, and Final Executive Summary) and Final Presentation	No later than 25 weeks after contract award.	15	\$

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.

### 1.5 Good and Services Tax (GST) / Harmonized Sales Tax (HST)

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price and will be paid by Canada.



**ANNEX C**

**SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat 5000054813
Security Classification / Classification de sécurité unclassified

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Environment and Climate Change Canada	2. Branch or Directorate / Direction générale ou Direction EPB-PD	
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 objective of the contract is to gather technical and economic data on commercial and industrial adhesives/sealants, which will help us to identify VOC emissions reduction opportunities, as well as to assess possible economic impacts of future control measures. It will include a survey to collect business information from the Canadian adhesives/sealants industry.		
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"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>





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Security Classification / Classification de sécurité unclassified

**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?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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



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Security Classification / Classification de sécurité unclassified

**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 / Production		✓														
IT Media / Support TI																
IT Link / Lien électronique																

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 INSURANCE REQUIREMENTS**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.