



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: ec.soumissions-bids.ec@canada.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre User Research Factual Surveys</p>		
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000055587</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2021-02-26</p>		
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 3:00 P.M. on – le 2021-03-23</p>	<p>Time Zone – Fuseau horaire Eastern Standard Time</p>	
	<p>F.O.B – F.A.B</p>		
	<p>Address Enquiries to - Adresser toutes questions à Heidi Noble heidi.noble@canada.ca</p>		
	<p>Telephone No. – N° de téléphone 905-319-6982</p>	<p>Fax No. – N° de Fax</p>	
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2022-03-31</p>		
	<p>Destination - of Services / Destination des services Canada</p>		
	<p>Security / Sécurité There is no security requirement associated with this requirement.</p>		
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>			
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>		
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>			
<p>Signature</p>	<p>Date</p>		

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User Research Factual Surveys

PART 1 – GENERAL INFORMATION

1. Security Requirement

1.1 There is no security requirement associated with this requirement.

2. Statement of Work

The Work to be performed is detailed under Annex A, Statement of Work of the resulting contract.

3. Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: "Deleted"

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: "the Procurement Business Number of each member of the joint venture,"

Insert: "Deleted"

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

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

Delete: "sixty (60) days"

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

2. Submission of Bids

- 2.1** Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servant – Competitive Bid

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

Definitions

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

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

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

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

Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

4. Enquiries - Bid Solicitation

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

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

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:

(6.4.1) the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

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

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

Note for electronic submission of bids:

In order to be considered, bids must be received no later than 1500h (3 p.m.) (Eastern Standard Time) on the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: ec.soumissions-bids.ec@canada.ca

Attention: Heidi Noble

Solicitation Number: 5000055587

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will carry out the Work

Section II: Financial Bid

1. Bidders must submit their financial bid in accordance in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

1.1 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for each task of the Work, as applicable:

- (a) Professional fees (if applicable): For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:
 - (i) Work described in Part 6, Resulting Contract of the bid solicitation required to be performed within Ontario;
 - (ii) travel between the successful bidder's place of business and, Ontario; and
 - (iii) the relocation of resources.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (e) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in the resultant contract in part 6 of the bid solicitation.
- (f) Applicable Taxes: The bidders should indicate the Applicable Taxes 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

1. Certifications Required Precedent to Contract Award

Bidders must provide the required certifications Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

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 Mandatory Technical Criteria – Refer to Attachment 1 to Part 4

Mandatory criteria are assessed on a simple pass/fail basis. Bids that fail to meet any of the mandatory criteria will be considered non-responsive.

1.1.2 Point Rated Technical Criteria – Refer to Attachment 1 to Part 4

A proposal must obtain the required minimum score of 7 points in the technical evaluation criteria to be considered responsive.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Bids which fail to meet the Mandatory Financial Criteria will be declared non-responsive.

Number	Criterion	Met/Not Met	Page Number
MF1	The maximum budget allocated for this project must not exceed: \$75,000.00 for the initial contract period – April 1 – March 31, 2022. \$75,000.00 for Option Period One – April 1, 2022 – March 31, 2023 \$75,000.00 for Option Period Two – April 1, 2023 – March 31, 2024 applicable taxes extra, including all labour, associated costs, subcontractors and option periods. Bids valued in excess of this amount will be considered non-responsive. This disclosure of project funds does not commit the Department to pay such an amount.		

1.3 Evaluation of Price

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

For evaluation purposes only, the price of the bid including option periods will be determined as follows:

Proposals will be evaluated out of 30 points

The proposal with the lowest price receives the maximum 30 points, and all higher priced proposals will be pro-rated relative to the lowest price

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical and financial criteria;
and
 - (c) obtain the required minimum score of 7 points in the technical evaluation criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
 3. The evaluation 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 100 and the lowest evaluated price is \$55,000.00.

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

<u>Bidder</u>	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	90/100	70/100	80/100
Bid Evaluated Price	\$75,000.00	\$55,000.00	\$65,000.00
<u>Calculations</u>			
Technical Merit Score	$90/100 \times 70 = 63$	$70/100 \times 70 = 49$	$80/100 \times 70 = 56$
Pricing Score	$55/75 \times 30 = 22$	$55/55 \times 30 = 30$	$55/65 \times 30 = 25$
Combined Rating	85	79	81
Overall Rating	1 st	3 rd	2 nd

In the event of a tie, the proposal receiving the highest score for the technical evaluation will be selected.

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

Mandatory Technical Criteria

Criterion #	Mandatory Criteria	Met/ Not Met
Bidder Qualifications and Experience		
<p><u>M1-M4</u></p> <p>The Bidder may reference the same project for Criteria M1 – M4 as applicable. No more than one (1) project for previous work for Environment and Climate Change Canada will be considered</p>		
M1	<p>The Bidder must demonstrate it has run Random Digit Dialing (RDD) or equivalent sampling for landline surveys within the last five (5) years.</p> <p>The Bidder must provide one (1) example of a project within the last five (5) years.</p> <p>Bidders must provide the following information for this project:</p> <ul style="list-style-type: none"> • Client • Project date • Type of sampling used • Sample size • Language • Respondents number and demographics • Any influence the sampling technique might have had on the results <p>The Bidders must demonstrate this requirement in the table provided in Attachment 2 to Part 4 – Bidder’s Experience Table</p>	
M2	<p>The Bidder must demonstrate it has run Random Digit Dialing (RDD) or equivalent sampling for cellular phone surveys within the last five (5) years).</p> <p>The Bidder must provide one (1) example of a project within the last five (5) years.</p> <p>Bidders must provide the following information for this project:</p> <ul style="list-style-type: none"> • Client • Project date • Type of sampling used • Sample size • Language • Respondents number and demographics • Any influence the sampling technique might have had on the 	

	<p>results</p> <p>The Bidders must demonstrate this requirement in the table provided in Attachment 2 to Part 4 – Bidder’s Experience Table</p>	
<p>M3</p>	<p>The Bidder must demonstrate it has run Random Digit Dialing (RDD) or equivalent sampling for on-line surveys within the last five (5) years).</p> <p>The Bidder must provide one (1) example of a project within the last five (5) years.</p> <p>Bidders must provide the following information for this project:</p> <ul style="list-style-type: none"> • Client • Project date • Type of sampling used • Sample size • Language • Respondents number and demographics • Any influence the sampling technique might have had on the results <p>The Bidders must demonstrate this requirement in the table provided in Attachment 2 to Part 4 – Bidder’s Experience Table</p>	
<p>M4</p>	<p>The Bidder must demonstrate it has run Random Digit Dialing (RDD) or equivalent sampling for landline, and/or cellular phone, and/or on-line surveys that were conducted in the <u>French language</u> within the last five (5) years).</p> <p>The Bidder must provide one (1) example of projects within the last five (5) years.</p> <p>For each project bidders must provide the following information:</p> <ul style="list-style-type: none"> • Client • Project date • Type of sampling used • Sample size • Language • Respondents number and demographics • Any influence the sampling technique might have had on the results <p>The Bidders must demonstrate this requirement in the table provided in Attachment 2 to Part 4 – Bidder’s Experience Table</p>	
<p>M5</p>	<p>The Bidder must demonstrate it has the capacity to carry out a survey within forty-eight (48) hours.</p> <p>The Bidder must provide two (2) recent (within the last five (5) years) examples of projects that have been carried out within forty-eight (48) hours of the event being surveyed.</p> <p>For each project, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> • Client • When the survey was requested • When the survey was completed 	

	<ul style="list-style-type: none"> • When the findings/reports were delivered • Type of sampling • Sample size • Language <p>The Bidder must demonstrate this requirement in the table provided in Attachment 2 to Part 4 – Bidder’s Experience Table</p>	
<p>M6</p>	<p>The Bidder must be able to provide service in both English and French and have the capacity to survey in both English and French.</p> <p>Language levels are not assessed, however the Bidder must complete and submit the following certification confirming that they meet this requirement:</p> <p>Language Capacity</p> <p>The Bidder certifies that, should it be authorized to provide services under this Contract, resulting from this Solicitation, it will provide bilingual resources who are fluent in both French and English.</p> <p>Signature: _____</p> <p>Date: _____</p>	
<p>M7</p>	<p>The Bidder must have the capacity to survey in all the provinces and territories in Canada.</p> <p>The capacity to survey across Canada is not assessed, however the Bidder must complete and submit the following certification confirming that they meet this requirement:</p> <p>Capacity to survey in all the provinces and territories in Canada.</p> <p>The Bidder certifies that, should it be authorized to provide services under this Contract, resulting from this Solicitation, it will provide survey service in all the provinces and territories in Canada.</p> <p>Signature: _____</p> <p>Date: _____</p>	

Rated Technical Criteria

Rated Technical Criteria				
CRITERION #	Criteria	Maximum Available Points	Cross Reference to Proposal (Supplier to insert)	Points Received
Resource Requirement				
	•			
R1	<p><u>Work Plan:</u></p> <p>Proposed work plan meets project scope, objectives and satisfies the statement of work. This should include the following key components:</p> <ul style="list-style-type: none"> • understanding of project; • methodology, • milestones; • approach; and • limitations/challenges and proposed solutions <p>The Bidder has provided a detailed and clear description of its work plan and addresses each component. (10 points)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in one of the key components. (8 points)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in two of the key components. (6 points)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in three of the key components. (4 points)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in four of the key components. (2 points)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in all of the key components. (0 point)</p>			

Total		10 points		

**ATTACHMENT 2 TO PART 4
 BIDDER'S EXPERIENCE TABLES**

The Bidder should complete the Bidder's Experience Table and include it with its bid.
 The following Bidder's Experience Table is for M1-M4
 The Bidder may repeat this table for each project

Bidder's Experience Table M1-M4	
Insert Applicable Criterion Number(s) (M1, M2, M3, M4)	
Company Name	
Experience 1	
Client Name	
Client's Contact Information	Contact Name: Telephone number: Email address:
Research Team and each Team Member's role	Title: Role: Title: Role: Title: Role:
Project Title	
Project Objective	
Project Date (survey completed)	
Survey Population	
Survey Area	
Survey Language	
Methodology and Results	1. Sampling technique and rationale: 2. Sample size: 3. Number and demographics of survey respondents: <ul style="list-style-type: none"> • Number: • Gender: • Age range: • Language (choice of survey language): 4. Influence the sampling technique might have had on the results:

The Bidder should complete the Bidder’s Experience Table and include it with its bid.
 The following Bidder’s Experience Table is for M5

Bidder’s Experience Table M5	
Company Name	
Experience 1	
Client Name	
Client’s Contact Information	Contact Name: Telephone number: Email address:
Research Team and each Team Member’s role	Title: Role: Title: Role: Title: Role:
Project Title	
Project Objective	
Project Date (survey completed)	
Survey Population	
Survey Area	
Survey Language	
Methodology	1. Sampling technique and rationale: 2. Sample size:
Date the survey was requested	
Date the survey was completed	
Date the findings/reports were delivered	

Experience 2	
Client Name	
Client's Contact Information	Contact Name: Telephone number: Email address:
Research Team and each Team Member's role	Title: Role: Title: Role: Title: Role:
Project Title	
Project Objective	
Project Date (survey completed)	
Survey Population	
Survey Area	
Survey Language	
Methodology	1. Sampling technique and rationale: 2. Sample size:
Date the survey was requested	
Date the survey was completed	
Date the findings/reports were delivered	

**ATTACHMENT 3 TO PART 4
SAMPLE WORK PLAN**

Schedule

Contract awarded	TBD	ECCC
Questionnaire provided to Contractor	One (1) week after contract awarded	ECCC
Deliverable 1: Contractor's survey instrument and methodology	Four (4) weeks after contract awarded	Contractor
Pre-test and approval of survey instrument and methodology	Eight (8) weeks after contract awarded	Technical Authority
Timing of severe weather warning and region provided to supplier (up to 6 over the one year period)	Based on severe weather events	Technical Authority
Survey conducted (up to 6 over the one year period)	Within 48 hours of the issued severe weather warning	Contractor
Deliverables 2, up to a maximum of 6: Survey Results Data and Methodology provided to Technical Authority	Three (3) weeks after survey conducted	Contractor
Contract end-date	One year after contract award.	ECCC

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

2.2 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT *(at contract award, delete this line)*

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation *(at contract award, delete this sentence and insert the title)*.

Title: *(insert title at contract award)*

1. Security Requirement

1.1 There is no security requirement applicable to this Contract.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

3. 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.

3.1 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"

Insert Subsection: "36 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:

Canada to own Intellectual Property rights in Copyright

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.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Environment Canada

Procurement and Contracting

Address: _____

Telephone: ____-____-_____

Facsimile: ____ - ____ - ____
Email address: _____

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:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
Email address: _____

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

5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____

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

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are (*insert "included", "excluded" or "subject to exemption"*) and Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

8 Invoicing Instructions

8.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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) Modified 2010B General Conditions - Professional Services (Medium Complexity) (2020-05-28)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s).*)

12. Insurance Requirements

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

**ANNEX A
STATEMENT OF WORK**

Purpose

To conduct factual severe weather post-warning surveys for the National Programs and Business Development Division (NPBD), Meteorological Service of Canada (MSC), as part of a user research project aiming to ask meteorological services users fact-based questions about their experience with the severe weather alerting service.

Background

When severe weather threatens, Environment and Climate Change Canada (ECCC) is the authoritative source of weather alerts 24/7, issuing special alerts that notify those in affected areas so that they can take steps to protect themselves and their property from harm. The NPBD (MSC) is responsible for the dissemination of the severe weather alerts issued by ECCC via various systems, including: Twitter, the WeatherCan mobile app, Weatheroffice website (weather.gc.ca), automated telephone services, email (ECAAlertMe) and Weatheradio. Tornado and hurricane warnings are also disseminated by TV and radio broadcasters, cable companies, and wireless and internet service providers through the National Public Alerting System – Alert Ready. NPBD also provides leadership for MSC overall business strategy and service development.

As stated in the *MSC Service Strategy*, the program is redefining the concepts of weather alerting, including the incorporation of impact and uncertainty information in the warning messaging and introduction of new dissemination technologies (e.g. WeatherCAN app, social media, Alert Ready cell phone alerts). As part of a user research project aiming to ask meteorological services users fact-based questions about their experience with the weather alerting service, NPBD requires a contractor with the facilities to conduct factual severe weather post-warning surveys. The collected information will support the *MSC Service Strategy* goals by determining if those affected by a severe weather warning are getting the information needed, when it is needed and in the manner needed to make the best-informed decisions.

Objective

The objective is for the Contractor to conduct phone and online factual severe weather post-warning surveys to verify information about:

1. The reach of severe weather warnings within the affected area
2. If those affected understood the warning (level of risk, potential action to take)
3. What action those affected took in response to the warnings

The goal is to administer up to 6 surveys per 12 month period, to cover the 6 identified MSC regions of Canada, and as many different severe weather warning categories as possible (see table below).

MSC regions of Canada	Significant Weather Warning Categories
1-BC 2-Prairies (MB, AB, SK) 3-ON 4-QC 5-Atlantic (NB, NS, PE, NL) 6-North of 60 (YT, NWT&NU)	1- Significant rainfall 2- Significant snowfall 3- Freezing rain 4- Wind 5- Severe thunderstorm 6-Tornado 7- Hurricane 8- Blizzard

The Technical Authority will inform the Contractor when a severe weather event is forecast and the category of warning issued. A factual severe weather post-warning survey will then be administered within 48 hours of the issued warning, otherwise specified by the Technical Authority, in the region specified by

NPBD (i.e. MSC forecast areas, refer to Attachment 1 to Annex A, High Impact Weather Post-Warning Survey).

The lead-time may vary from one event to another, from 48 hours to a few minutes' advance notice, given the unpredictable nature of some severe weather events.

Scope of Work and Tasks

- The survey questions (Attachment 1 to Annex A) to be used have already been designed, translated and approved.
- The surveys will be done by telephone, cell phone sampling, on-line (all Random Digit Dialing (RDD) sampling), or any combination thereof. The location of the survey may affect the medium of the survey. For example, cellphone and on-line surveying could be more difficult in some remote areas. Therefore, the capacity to survey using landlines, cell phones, and the web is essential.
- The Contractor will prepare a sampling plan that ensures respondents are stratified by region (within the area of the event), gender and age.
- Up to 6 post-warning surveys will be run in a one-year period Each survey will have a sample size of at least 100 and last 5-10 minutes.
- The fieldwork will be conducted in both official languages: the survey will be conducted in the respondent's official language of choice.
- Data in .csv format will be provided after each survey is completed.
- Although this is not public opinion research this user research must still follow PSPC's best practices for surveys (<http://www.tpsgc-pwgsc.gc.ca/rop-por/pratiques-practices-eng.html>), the *Privacy Act* (<http://laws-lois.justice.gc.ca/eng/acts/p-21/index.html>), and the *Official Languages Act* (<http://laws-lois.justice.gc.ca/eng/acts/o-3.01/page-1.html>).

Sampling

- As there is no way of knowing ahead of time what the population of the surveyed community(ies) will be, the Contractor will propose a sample plan for small, medium and large communities that will allow for flexibility in the sample size as well as the sampling method.
- For landline and cell phone sampling, Random Digit Dialing (RDD) will be used.
- The sampling plan for the survey must take into account the need to complete all surveys within 48 hours after the warning is issued, otherwise specified by the Technical Authority. The Contractor must ensure a minimum of 8 call backs are made to each number before the number is retired.

Mandatory Contractor qualification requirements

- The Contractor must have facilities to run post-warning surveys.
- The Contractor must have recent experience (within the last five (5) years) and capability to run RDD sampling for: land line, cell phone, and online surveys.
- The Contractor must have recent experience (within the last five (5) years) and capability to carry out a survey within forty-eight (48) hours of the event being surveyed.
- The Contractor must have the capacity to survey in both English and French.
- The Contractor must have the capacity to survey in all the provinces and territories of Canada

Deliverables

- 1) Survey instrument and methodology, due to the Technical Authority by April 8, 2021
- 2) For each survey completed (up to 6 over the one year period):
 - Methodology used to complete the survey
 - A fully labelled dataset in .csv format, due to the Technical Authority upon completion of each survey.

Departmental Support

The Contractor will fulfill this Contract in its own office and will not require access to or use of any Departmental facility, equipment, or personnel.

Travel Consideration

No travel will be required on the part of the Contractor.

**ATTACHMENT 1 TO ANNEX A
HIGH IMPACT WEATHER POST-WARNING SURVEY**

REQUIREMENTS

Questions to verify facts, i.e. reach, understanding of warnings and action taken– no opinion, e.g. no question about usefulness of warnings, or how it could be improved.

- 1- Did you hear/saw the warning?
- 2- If yes, how did you hear/saw it?
- 3- Did you understand the warning?
- 4- Did you take action?

The goal is to administer up to 6 surveys per year, to cover the 6 identified MSC regions of Canada, and as many different high impact weather warning categories as possible (see table below).

MSC regions of Canada	Significant Weather Warning Categories
1-BC 2-Prairies (MB, AB, SK) 3-ON 4-QC 5-Atlantic (NB, NS, PE, NL) 6-North of 60 (YT, NWT&NU)	1- Significant rainfall 2- Significant snowfall 3- Freezing rain 4- Wind 5 - Severe thunderstorm 6 -Tornado 7- Hurricane 8- Blizzard

Forecast Regions of Canada:

<https://www.canada.ca/en/environment-climate-change/services/weatheradio/specific-area-message-encoding/forecast-regions.html>

Province/Territory	Forecast Region - Web link
AB	https://www.canada.ca/en/environment-climate-change/services/archive/weatheradio/forecast-region-alberta.html
BC	https://www.canada.ca/en/environment-climate-change/services/archive/weatheradio/forecast-region-british-columbia.html
MB	https://www.canada.ca/en/environment-climate-change/services/archive/weatheradio/forecast-region-manitoba.html
NB	https://www.canada.ca/en/environment-climate-change/services/weatheradio/specific-area-message-encoding/forecast-regions/new-brunswick.html
NL	https://www.canada.ca/en/environment-climate-change/services/weatheradio/specific-area-message-encoding/forecast-regions/newfoundland-labrador.html
NS	https://www.canada.ca/en/environment-climate-change/services/weatheradio/specific-area-message-encoding/forecast-regions/nova-scotia.html

NU	https://www.canada.ca/en/environment-climate-change/services/weatheradio/specific-area-message-encoding/forecast-regions/nunavut.html
NT	https://www.canada.ca/en/environment-climate-change/services/weatheradio/specific-area-message-encoding/forecast-regions/northwest-territories.html
ON - North	https://www.canada.ca/en/environment-climate-change/services/archive/weatheradio/forecast-region-northern-ontario.html
ON - South	https://www.canada.ca/en/environment-climate-change/services/archive/weatheradio/forecast-region-southern-ontario.html
PE	https://www.canada.ca/en/environment-climate-change/services/weatheradio/specific-area-message-encoding/forecast-regions/prince-edward-island.html
QC - North	https://www.canada.ca/en/environment-climate-change/services/archive/weatheradio/forecast-region-northern-quebec.html
QC - South	https://www.canada.ca/en/environment-climate-change/services/archive/weatheradio/forecast-region-southern-quebec.html
SK	https://www.canada.ca/en/environment-climate-change/services/archive/weatheradio/forecast-region-saskatchewan.html
YT	https://www.canada.ca/en/environment-climate-change/services/weatheradio/specific-area-message-encoding/forecast-regions/yukon.html

SURVEY QUESTIONS

Awareness/Reach of Recent Weather Event Warning

READ/SHOW STATEMENT ABOUT RECENT WEATHER EVENT:

There was an official Environment and Climate Change Canada weather warning issued for 'region X' for the past few days due to 'weather event'.

Q1: Do you recall seeing or hearing about a weather warning for the 'weather event' over the past few days?

- Yes (continue survey)
- No (end survey)
- Not sure (end survey)

Q2: How did you learn about this weather warning?

Tornado – Alert Ready	All Other Alerts
TELEPHONE PROBE: Anywhere else?	TELEPHONE PROBE: Anywhere else?
<ul style="list-style-type: none"> ▪ ECCC WeatherCAN app 	<ul style="list-style-type: none"> ▪ ECCC WeatherCAN app

<ul style="list-style-type: none"> ▪ ECCC Twitter ▪ ECCC website/Weather.gc.ca website ▪ Intrusive Cell Phone Alert (Alert Ready) ▪ Other weather app? <ul style="list-style-type: none"> ○ Weather Network ○ Other (phone native, Accuweather, etc.) ▪ Weather Network (TV) ▪ Weather Network (website) ▪ Social media/Facebook/Twitter ▪ Internet/website – other ▪ Radio – AlertReady intrusive ▪ Radio – Other (e.g. news) ▪ TV – AlertReady Crawler ▪ TV – Other (e.g. news) ▪ Print newspaper ▪ Friend/family members ▪ Other (SPECIFY _____) ▪ Not sure 	<ul style="list-style-type: none"> ▪ ECCC Twitter ▪ ECCC website/Weather.gc.ca website ▪ Other weather app? <ul style="list-style-type: none"> ○ Weather Network ○ Other (phone native, Accuweather, etc.) ▪ Weather Network (TV) ▪ Weather Network (website) ▪ Social media/Facebook/Twitter ▪ Internet/website – other ▪ Radio – e.g. news ▪ TV – Other (e.g. news) ▪ Print newspaper ▪ Friend/family members ▪ Other (SPECIFY _____) ▪ Not sure
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Understanding the Recent Weather Event Warning

Q3: Did you understand the warning, in terms of the risk, and the action you should take?

More specifically:

Q3 a: Was the risk level clear to you?

- Yes
- No
- Not sure

Q3 b: Did you understand the warning, in terms of the potential actions you should take?

- Yes
- No
- Not sure

Response to Recent Weather Event Warning

Q4: Did the weather warning cause you to take any specific action? (e.g. change your plans, or share information, etc.)

- Yes (continue survey)
- No (end survey)
- Not sure (end survey)

Q5: (IF YES IN Q.4) If yes, what action did you take? (ALLOW UP TO 5 RESPONSES)
TELEPHONE PROBE: Anything else?

- Kept/stayed updated on weather conditions/forecast
- Contacted family/friends/coworkers
- Dressed self/family appropriately
- Checked on road conditions/closures
- Changed mode of transportation/used alternate transportation
- Went home early/left work early

- Changed activity plans/worked at home
- Changed/cancelled travel plans
- Reduced time spent outdoors/Stayed indoors
- Put away/secured outdoor items
- Obtained emergency supplies/food for home
- Located emergency supplies/food for home
- Took action to protect personal property
- Took shelter
- Left the area
- Other (SPECIFY _____)

Demographic questions:

- Gender
- Age range
- Language (choice of survey language)
- Education

**ANNEX B
BASIS OF PAYMENT**

The Contractor will be paid as follows:

Initial Contract Period – April 1, 2021 – March 31, 2022		
Estimated Number of Surveys (A)	Price per Survey (B)	Total Estimated Price (A)*(B)
6 Surveys	\$ _____	\$ _____
Option Period One – April 1, 2022 – March 31, 2023		
Estimated Number of Surveys (A)	Price per Survey (B)	Total Estimated Price (A)*(B)
6 Surveys	\$ _____	\$ _____
Option Period Two – April 1, 2023 – March 31, 2024		
Estimated Number of Surveys (A)	Price per Survey (B)	Total Estimated Price (A)*(B)
6 Surveys	\$ _____	\$ _____

Bid Price: \$ _____

(includes initial contract period and option periods)

Applicable Taxes: \$ _____