

<b>PROJECT TITLE:</b>	Climate Risk Assessment and Adaptation Plan	
<b>RETURN BID TO:</b>	National Capital Commission <a href="mailto:Bids-soumissions@ncc-ccn.ca">Bids-soumissions@ncc-ccn.ca</a>	<b>Contract Number</b>
<b>SOLICITATION CLOSING DATE AND TIME:</b>	June 22, 2021	
	<b>3:00 pm, Eastern Daylight Time</b> <b>Bids received after the closing date and time will not be accepted.</b>	

Address all inquiries in writing to: Micheline Al-Koutsi, Senior Contract Officer, NCC, by email at [Micheline.al-koutsi@ncc-ccn.ca](mailto:Micheline.al-koutsi@ncc-ccn.ca) See section Part 2, item 2.3 - Enquiries – Bid Solicitation).

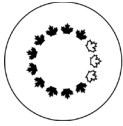
**This title page must be dated, signed and returned with your Bid, thereby you acknowledge having read, understood and accepted this Bid Solicitation which includes Appendix “A”- Statement of Work and any/all other Attachments, Appendices and Annexes referred to herein and all Addenda issued.**

I / We acknowledge receipt of the following addenda # \_\_\_\_\_ and have included for the requirement of it/them in my/our Technical Bid and Financial Bid (Bidder to enter number of addendums issued, if any).

<b>BUSINESS NAME AND ADDRESS OF BIDDER</b> (please print or type)			
<b>Name:</b>	_____		
<b>Address:</b>	_____		
<b>Telephone No.:</b>	_____	<b>Fax No.:</b>	_____
<b>Email:</b>	_____		

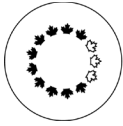
I / We hereby offer to supply to the NCC in accordance with the terms and conditions set out herein, the Services outlined as per Appendix “A” - Statement of Work; Attachments; Appendix “B” - Financial Bid; my /our Bid and all Addenda issued.

_____	_____	_____
Name and title of person authorized to sign on behalf of Bidder <i>(please print or type)</i>	Signature	Date
Your Bid is accepted to supply to the NCC, in accordance with the terms and conditions set out herein, the Services outlined per Appendix “A” - Statement of Work; Attachments; Appendix “B” - Financial Bid; your Bid and all Addenda issued.		
_____	_____	_____
Name and title of the person authorized to sign on behalf of the NCC <i>(please print or type)</i>	Signature	Date



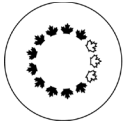
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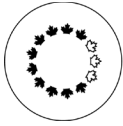
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- APPENDIX “B” - FINANCIAL BID**
- APPENDIX “C” – BIDDER’S CHECKLIST**



**DEFINITIONS AND TERMINOLOGY**

The following Abbreviations / Definition as may be used within this Bid Solicitation	NCC Definitions as it applies to this Bid Solicitation
Bid	The reply submitted by a Bidder in response to a Bid Solicitation.
Bidder	Person submitting a Bid in response to a Bid Solicitation
Calendar Days	All days of the week Monday through Friday, including weekends and Statutory Holidays.
Contract	Means the contract documents referred to in Part 5 and every other document specified or referred to in any of them as forming part of the Contract, all as amended by agreement of the parties.
Contract Price	The amount stated in the Contract to be payable to the Consultant for the Services including all applicable taxes.
Consultant	Means the person contracting with the NCC to provide or furnish all requirements for the execution of the Work as outlined in Appendix "A" - Statement of Work under the Contract.
NCC	National Capital Commission
NCC Client Representative	Means the person designated in the Contract, or by written notice to the Consultant, to act as the Client Representative of the NCC for the purposes of the Contract and includes a person, designated and authorized in writing by the NCC Senior Procurement Advisor to the Consultant.
Person	Includes, unless there is an express stipulation in the Contract to the contrary, any partnership, proprietorship, firm, joint venture, consortium or corporation.
Senior Contract Officer (Contracting Authority)	The person designated by the title in the Contract or by notice to the Consultant, to act as NCC's representative to administer the Contract.
SoW	Statement of Work
Technical Documentation	Means designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer print-outs.
Work	Unless otherwise expressed in the contract, means everything that is necessary to be done, furnished or delivered by the Consultant as outlined in Appendix "A" - Statement of Work to perform the Consultant's obligations in accordance with the Contract.



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation and resulting contract document is divided into five parts plus Appendices and Annexes, as follows:

**Part 1 - General Information:** provides a general explanation of this Bid Solicitation and provides additional General Information.

**Part 2 - Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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 of bids received will be conducted, the evaluation criteria that must be addressed in the Bid and the basis of selection.

**Part 5 - Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

#### **List of Appendices include:**

1. Appendix "A" - Statement of Work
2. Appendix "A-1" - Mandatory Requirements
3. Appendix "A-2" – Point Rated Technical Criteria (PRTC)
4. Appendix "B" - Financial Bid
5. Appendix "C" – Bidder's Checklist

#### **List of Annexes included:**

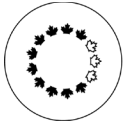
1. Annex "A" – Certificate of Insurance
2. Annex "B" - Personnel screening, consent and authorization Form
3. Annex "C" – Supplier – Direct Deposit Payment and Tax Information Form

### **1.2 Summary**

1.2.1 The NCC is seeking to establish a contract for the services of a consultant for a **Climate Risk Assessment and Adaptation Plan** as defined in Appendix "A" - Statement of Work.

### **1.3 Debriefings**

1.3.1 A debriefing will be provided, if requested to the NCC Contracting Authority, within fifteen (15) calendar days of receipt of the notice. The debriefing request must be provided in writing via email directly to the NCC Contracting Authority.



## **1.4 Bid Validity Period**

- 1.4.1 All Bids received shall not be withdrawn for a period of **90 calendar days** following the date and time of the Bid solicitation closing.
- 1.4.2 The NCC reserves the right to seek an extension to the Bid validity period. Upon notification in writing from the NCC, Bidders shall have the option to either accept or reject the proposed extension.
- 1.4.3 If the extension is accepted, in writing, by all those who submitted Bids, then the NCC shall continue immediately with the evaluation of the Bids and its approval processes.
- 1.4.4 If the extension is not accepted in writing by all those who submitted Bids then the NCC shall, at its sole discretion, either:
  - (a) continue to evaluate the Bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - (b) cancel the Bid Solicitation.
- 1.4.5 The provisions expressed herein do not in any manner limit the NCC's rights in law or under 2.15 – Acceptance of Bid.

## **1.5 Language of Bid Submission and Resulting Contract**

- 1.5.1 Bid documents and supporting information may be submitted in either English or French.
- 1.5.2 The language of the resulting contract shall be the language of the Proposal submitted.

## **PART 2 – BIDDER INSTRUCTIONS**

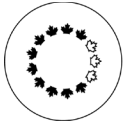
### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in this bid solicitation by number, date and title are set out by the NCC.

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.

By submitting a Bid, the Bidder and its affiliates agree to abide by the NCC Code of Conduct, see 5.9 - Code of Conduct.

The NCC shall not be obligated to reimburse or compensate any Bidder, its sub-Consultants or manufacturers for their Bid submission for any costs incurred in connection with the preparation of a response to this Bid Solicitation. All copies of Bids submitted in response to this Bid Solicitation shall become the property of the NCC and will not be returned.



## **2.2 Submission of Bids**

Bids must be submitted to the NCC by the date and time and at the location indicated on the title page (page 1) of this bid solicitation.

**Bid solicitation transmitted by facsimile WILL NOT be accepted.**

The bid must be signed by a duly authorized signing officer of the company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts. The corporate seal of the company (if applicable) must also be affixed to the bid.

## **2.3 Enquiries - Bid Solicitation**

2.3.1 All enquiries must be submitted in writing to the Senior Contract Officer, identified on the title page (page 1) of this Bid solicitation as early as possible within the solicitation period and no later than **June 15, 2021** to allow sufficient time to provide a response. Enquiries received after that time may result in an answer not being provided.

2.3.2 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 the NCC 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 the NCC determines that the enquiry is not of a proprietary nature. The NCC may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered by addenda to all bidders.

2.3.3 To ensure consistency and quality of the information provided to all Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an addendum. All enquiries and other communications related to this bid solicitation sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer identified page 1. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a bid.

## **2.4 Financial Bid Inclusions**

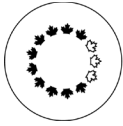
Bidders should include the following information in their Financial Bid:

2.4.1 Their legal name;

2.4.2 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 communications with the NCC with regards to:

- a) their Bid; and
- b) any contract that may result from their Bid.

Bidders must also sign their Financial Bid and provide a price breakdown (if applicable) per the Appendix "B" - Financial Bid herein.



## **2.5 Security Requirement**

The Bidder's personnel requiring access to "PROTECTED" information, assets or sensitive work site(s) must EACH hold a valid Reliability security clearance, granted or approved by CISD/PWGSC and/or the NCC (see Annex "B" - Personnel screening, consent and authorization Form attached).

The Bidder MUST NOT remove any "PROTECTED" information or assets from the identified work site(s), and the Bidder must ensure that its personnel are made aware of and comply with this restriction.

## **2.6 Applicable Laws**

This Bid and any resulting contract therefrom is to be interpreted, construed and governed by, and the relations between the parties is to be determined in accordance with the laws of the Province of Ontario and such Federal laws applicable therein. The relationship between the parties must also be conducted in accordance with these laws.

## **2.7 Improvement of Requirement during Solicitation Period**

Should Bidders consider that the Statement of Work contained in this bid solicitation could be improved technically, Bidders are invited to make suggestions, in writing, to the Senior Contract Officer identified on the title page (page 1) of this bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular Bidder will be given consideration provided they are submitted to the Senior Contract Officer at least seven (7) calendar days before the bid closing date. The NCC reserves the right to accept or reject any or all suggestions.

## **2.8 Minor Aberrations**

The NCC may waive informalities and minor irregularities in Bids received, if the NCC determines that the variation of the Bid from the exact requirements set out in the Bid Solicitation documents can be corrected or waived without being prejudicial to other Bidders.

## **2.9 Only one Bid Submission from an Entity will be accepted**

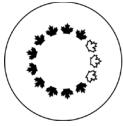
To ensure equal opportunities for all Bidders, and to eliminate risk of conflict of interest, all Bidders are advised that the NCC will not accept more than one submission per company, whether the company applies as a single entity, part of a joint venture, or as a sub-consulting member of a team.

## **2.10 Bid Proprietary and Confidentiality**

This bid solicitation and all supporting documentation have been prepared by the NCC and remain the sole property of the NCC, Ottawa, Canada. The information is provided to the Bidders solely for its use in connection with the preparation of a response to this bid solicitation and shall be considered to be the proprietary of the NCC.

Bids will be held in strict confidence until opening.





## 2.11 Revision to Bid Submissions

A Bid submitted in accordance with the bid solicitation, and notwithstanding that the Bid may not be initially submitted by facsimile, may be amended by email provided that revision is received at the email designated for the receipt of Bids on or before the date and time set for the receipt of Bids. The revision must be on the Bidder's letterhead or bear a signature that identifies the Bidder and must clearly identify the change(s) to be applied to the Bidders original Bid submission.

## 2.12 Unacceptable Bids

- Bids not submitted on the forms provided by the NCC
- Faxed bids unless otherwise stated
- Bids received after the bid closing date and time
- Incomplete bids may be rejected
- Unsigned bid shall be disqualified

## 2.13 Access to Information

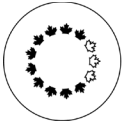
Bidders are advised that as a Crown Corporation, the NCC is subject to the provisions of the **Access to Information Act (ATI Act)** <https://laws-lois.justice.gc.ca/eng/acts/a-1/>. Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the ATI Act.

## 2.14 Acceptance of Bid

2.14.1 The NCC may accept any bid, whether it is the lowest or not, or may reject any or all bids.

2.14.2 Without limiting the generality of item 2.15.1, the NCC may reject a bid if any of the following circumstances are present:

- (a) the Bidder, or any employee or Sub-Consultant included as part of the bid, have been convicted under section 121 ("Frauds on the government" & "Consultant subscribing to election fund"), 124 ("Selling or purchasing office"), 380 (Fraud committed against Her Majesty) or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against her Majesty) or Section 154.01 (Fraud against her Majesty) of the *Financial Administration Act*;
- (b) the Bidder's bidding privileges are suspended or are in the process of being suspended;
- (c) the bidding privileges of any employee or sub-Consultant included as part of the bid are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or sub-Consultant ineligible to bid on the Work, or the portion of the Work the employee or sub-Consultant is to perform;
- (d) the Bidder is a member of the NCC's Advisory Committee on Planning, Design and Realty or is the member's respective firm;
- (e) with respect to current or prior transactions with the NCC:



- (i) the Bidder is bankrupt or if, for whatever reason, its activities are rendered inoperable for an extended period;
- (ii) evidence, satisfactory to the NCC, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any sub-Consultant included as part of its bid;
- (iii) the NCC has exercised, or intends to exercise, the contractual remedy of taking the work out of the Consultant's hands with respect to a contract with the Bidder, any of its employees or any sub-Consultant included as part of its bid; or
- (iv) the NCC determines that the Bidder's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being bid on.

2.14.3 In assessing the Bidder's performance on other contracts pursuant to item 2.14.2(e)(iv), the NCC may consider, but not be limited to, such matters as:

- (a) the quality of workmanship in performing the Work;
- (b) the timeliness of completion of the Work;
- (c) the overall management of the Work and its effect on the level of effort demanded of the NCC and its representative; and
- (d) the completeness and effectiveness of the Consultant's safety program during the performance of the Work.

2.14.4 If the NCC intends to reject a bid pursuant to a provision of items 2.14.1, 2.14.2 or 2.14.3 other than item 2.14.2(b), the NCC shall so inform the Bidder and provide the Bidder ten (10) calendar days within which to make representation, prior to making a final decision on the bid rejection.

## **PART 3 – BID PREPARATION INSTRUCTIONS**

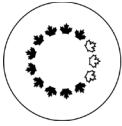
### **3.1 Bid Preparation Instructions**

The NCC requests that Bidders submit their bid to provide Consulting Services for Climate Risk Assessment and Adaptation Plan to the NCC as per the attached Appendix "A" - Statement of Work, in separate sections as follows:

- In email # 1 : Technical Bid
- In email # 2 : Financial Bid

Prices must appear in Appendix "B" - Financial Bid only. No prices must be indicated in any other section of the Bid.

The NCC requests that bidders use a numbering system that corresponds to the bid solicitation in the preparation of their Bid.



In the event of a bid submitted through contractual joint venture, the bid shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. All members of the joint venture shall be jointly and severally or solitarily liable for the performance of any resulting contract awarded as a result of a joint venture.

### **3.2 Technical Bid**

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

The Technical Bid must address clearly and in enough depth the points that are subject to the evaluation of the mandatory and rated criteria (see Appendix “A-1” and Appendix “A-2”) 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, the NCC requests that Bidders address and present topics in the order of the rated criteria, and under the same headings. To avoid duplication, bidders may refer to different sections of their bid by identifying the specific paragraph and page number where the subject topic has already been addressed.

Proposals should be no more than 25 pages in length, not including resumes of team members.

Unless specified otherwise in the bid solicitation, the NCC will evaluate only the documentation provided with a bidder’s bid.

### **3.3 Financial Bid**

Bidders must submit their Financial Bid in **Canadian dollars** and in accordance with the pricing schedule detailed in Appendix “B” - Financial Bid. The total amount of Goods and Services Tax (GST), Harmonized Sales Tax (HST) or QST (Quebec Sales Tax) is to be shown separately, as applicable.

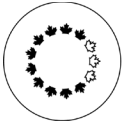
When preparing their Financial Bid, Bidders should review Part 5, item 14 - Basis of Payment of this Bid Solicitation.

The unit prices and extended totals specified in Appendix “B” - Financial Bid, when quoted by the Bidder are all inclusive.

The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST) the Harmonized Sales Tax (HST) and the Quebec Sales Tax (QST). The successful Bidder will be required to indicate separately, with the request for payment, the amount of GST, HST and QST, to the extent applicable, that the NCC will pay. These amounts will be paid to the Consultant who is required to make the appropriate remittance to Revenue Canada and the respective provincial governments.

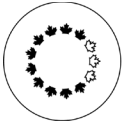
### **3.4 Disbursements**

Travel and travel related expenses (i.e. travel time, travel fare, mileage, parking, etc.) within Gatineau - Ottawa are to be included in the applicable unit rates.



The following costs shall be included in the unit rate fees to deliver the required services and shall not be reimbursed separately:

- a) The base rate of pay, wages or salaries;
- b) Vacation pay;
- c) Benefits which includes:
  - i. welfare and/or social assistance contributions;
  - ii. pension contributions;
  - iii. union dues;
  - iv. training and industry funds contributions; and
  - v. other applicable benefits and costs, if any, that can be substantiated by the Consultant;
- d) Statutory and legislated requirements, assessed and payable under statutory authority, which includes:
  - i. Employment Insurance contributions;
  - ii. Canada Pension Plan or Quebec Pension Plan contributions;
  - iii. Workplace Safety and Insurance Board, Worker's Compensation
  - iv. Board or Commission de la santé et de la sécurité du travail premium;
  - v. Public Liability and Property Damage insurance premiums; and
  - vi. Health tax or insurance premiums;
- e) Incentive remuneration/Profit sharing;
- f) Sick pay;
- g) Computers and standard computer software (as well as peripheral devices but excluding printing devices);
- h) Cellular telephones, monthly charges, long distance charges, data charges, cases and protective carriers, chargers;
- i) Stationery/miscellaneous offices supplies;
- j) E-mail addresses/servers;
- k) Short-term disability / parental or maternity leave;
- l) Training costs;
- m) Professional associations;
- n) Travel/lodging; Travel and travel related expenses to and from and within the National Capital Region (e.g. Gatineau, Ottawa and surrounding areas), including:
  - i. travel time
  - ii. travel fare
  - iii. mileage
  - iv. parking fees
  - v. lodging
  - vi. meals
  - vii. taxi charges
- o) Site parking or arrangements in lieu thereof;
- p) Local and head office overheads;
- q) Reproduction and delivery costs of drawings, CADD files, specifications and other technical documentation specified in the Statement of Work;
- r) Standard office expenses such as any photocopying, computer costs, internet, cellular phone costs, long distance telephone and fax costs, including that between the Consultant's main office and branch offices and between the Consultant's offices and other team members' offices;
- s) Courier and delivery charges for deliverables specified in the Statement of Work;



- t) In-house computer work station;
- u) Plotting charges;
- v) Presentation materials;
- w) Rental of office space.
- x) Translation of all tender documents; and
- y) Profit

The following disbursements are not to be included in the Fees. When pre-approved by the NCC Client Representative they will be reimbursed to the consultant at actual cost or as described below:

- a. additional to that specified in the Statement of Work; extraordinary reproduction and delivery costs of drawings, documents, presentation material, CADD files, specifications and other Technical Documentation, to comply with NCC requests;
- b. Extraordinary transportation costs for material samples and models additional to that specified in the Statement of Work;
- c. Fees for approvals and permits to conduct field investigations and material testing;
- d. Other extraordinary disbursements preapproved by the project representative and provided they are:
  - i. reasonably incurred by the Consultant
  - ii. related to the services required

In all such cases, extraordinary requirements should be described and estimated, if their need is only identified, formalized and approved in writing in advance by the NCC Client Representative.

All payable disbursements must be itemized and supported by receipts where possible.

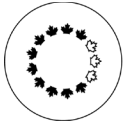
## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- 4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- 4.1.2 An evaluation team composed of representatives of the NCC will evaluate the Bid submissions.

### **4.2 Technical Evaluation**

- 4.2.1 Please reference Appendix “A-1” Mandatory Requirements and Appendix “A-2” - Point Rated Technical Criteria (PRTC), attached herein. Rated criteria not addressed will be given a score of zero.



#### **4.3 Financial Evaluation**

4.3.1 Please reference Appendix “B” - Financial Bid, attached herein. For bid evaluation purposes, the total cost inclusive of all disbursements and applicable taxes will be the evaluated price.

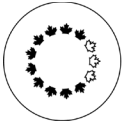
#### **4.4 Basis of Selection**

Highest Combined Rating between Technical Merit (70 %) and Total Evaluated Price (30 %).

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria ; and
  - c. score a minimum total point rated score of 80 points. The maximum technical points available are 100 points.
2. Price fee emails will be reviewed for proposals with a minimum total point rated score of 80 points. The responsive bid with the lowest overall price will receive 30 points (maximum pricing score). The other responsive bids will be allocated pricing points prorated against the lowest evaluated price. For example, if the lowest overall fee proposed by a bidder is \$ 50,000 and another bidder’s fee submission is \$ 80,000, the \$ 80,000 fee proposal would be awarded 18.75 points ( $\$ 50,000 / \$ 80,000 \times 30 \text{ points} = 18.75 \text{ points}$ )
3. The responsive bid with the highest combined rating of Technical merit and Price will be recommended for award of a contract.

Negotiations: In the event that the highest ranked bidder exceeds the amount of funding the NCC has allocated for the work :

- a) by 25% or less, the NCC, at its sole discretion, shall either:
  - i. cancel the solicitation; or
  - ii. obtain additional funding and award the Contract to the highest ranked bidder; or
  - iii. revise the Statement of Work accordingly and negotiate with the highest ranked bidder a corresponding reduction in the tendered price
- b) by more than 25%, the NCC, at its sole discretion, shall either:
  - i. cancel the solicitation; or
  - ii. obtain additional funding and award the Contract to the highest ranked bidder; or
  - iii. revise the Statement of Work accordingly and invite all responsive bidders to re-tender the work, and, subsequently re-rank the bidders as per items 2 and 3 above.
- c) If negotiations or a re-tender are undertaken as is contemplated in item a)(iii) or b)(iii) above, Bidders shall retain the same sub-consultants and suppliers as they carried in their original tenders.



- d) If the NCC elects to negotiate a reduction in the tender price as is contemplated in a)(iii) herein and the negotiations fail to reach an agreement, the NCC shall then exercise either of the options referred to in a.(i) or a.(ii)

#### **4.5 Bid Compliancy**

- 4.5.1 The NCC reserves the right to not accept the successful Bid or any of the Bids received, to cancel this bid solicitation and/or re-issue this bid solicitation in its original or revised form. The NCC also reserves the right to negotiate with the successful bidders and/or all bidders
- 4.5.2 In the event two or more responsive bids have identical Highest Combined Rating (within a decimal place i.e. 82.12 vs 82.18), the bid that offers the lowest total price detailed in Appendix "B" - Financial Bid will be recommended for award of a contract.

#### **4.6 Assessing a Bid**

- 4.6.1 When assessing a bid, the following will apply:
- a) if there are errors in the mathematical extension of unit price items, the unit prices prevail and the mathematical extension is adjusted accordingly;
  - b) if there are errors in the addition of lump sum prices or unit price extensions, the bid is not rejected but the total is corrected and the correct amount reflected in the total bid price;
  - c) if there is an error in the calculation of applicable taxes, the bid is not rejected but the total is corrected and the correct amount reflected in the total bid price;
  - d) All unit prices must be entered.

### **PART 5 - RESULTING CONTRACT CLAUSES**

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

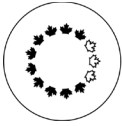
#### **5.1 Statement of Work**

The Consultant shall perform the Work in accordance with the Appendix "A" - Statement of Work and the Consultant's technical bid.

#### **5.2 Priority of Documents**

If there is a discrepancy between or conflict in the contents of the following documents, such documents shall take precedence and govern in the following order:

- (1) Any amendment or variation to the contract documents;
- (2) The articles of this agreement;
- (3) Appendix "A" - Statement of Work;
- (4) Appendix "B" - Financial Bid (annexed);
- (5) The Consultant's Technical Proposal dated: \_\_\_\_\_



### 5.3 Security Requirement

The NCC complies with [Treasury Board's Policy on Government Security](#) and consequently, it will require that the Consultant's personnel submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature. *Personal information associated with these clearances is retained in the following information bank: Personnel Security Screening \_ PSU 917.*

The Contracting Authority (NCC) reserves the right to not award the Contract until such time as the Consultant's personnel core employees, as well as any recurring sub-Consultants, have obtained the required level of security screening as identified by the NCC Corporate Security. In this case the level of security required will be **RELIABILITY\***.

***\*For operation needs, with advice or assistance from NCC Corporate Security, the security level can be upgraded (Confidential, Secret or Top Secret) on the basis of the sensitivity of the information and assets that need to be accessed.***

As part of their personal screening, individuals may be required to provide evidence of their status as a Canadian citizen or permanent resident as well as any other information/documentation requested by the NCC's Corporate Security in order to complete the screening.

The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.

The NCC reserves the right to impose additional security measures with respect to this contract as the need arises.

When warranted by a Security threat and risk assessment (TRA) or any type of Security Assessment, physical security safeguards can be recommended by NCC Corporate Security to reflect changes in the threat environment or for operational purposes.

The NCC also reserves the right to request that the Consultant submit to a *Designated Organization Screening* and/or *Facility Security Clearance* – depending on the nature of the information it will be entrusted with.

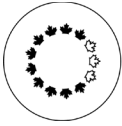
#### 5.3.1 Company Security Representative

The Consultant shall appoint one Company Security Representative (CSR) as well as one alternate (for companies who have more than five employees).

Selection criteria for the CSR and the alternate are the following:

- They must be employees of the Consultant's firm;
- They must have a security clearance (the NCC will process the clearances once the individuals have been identified).





### 5.3.2 Responsibilities of the Company Security Representative

The CSR's responsibilities are the following:

- Act as liaison between the NCC's Corporate Security and the Consultant to ensure coordination;
- In collaboration with the NCC's Corporate Security, identify the Consultant's personnel who will require access to NCC information/assets/sites **as well as any recurring Sub-Consultants** (and their employees) who will require similar access and may not be supervised by the Consultant at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC's Corporate Security for the employees/Sub-Consultants who have been identified;
- Ensure that employees/Sub-Consultants, upon notification of having been granted a Security status **Reliability** sign the *Security Screening Certificate and Briefing Form* and return to the NCC's Corporate Security;
- Ensure that only persons who have been security screened to the appropriate level and who are on a "need-to-know basis" will have access to information and assets;
- Maintain a current list of security screened employees/Sub-Consultants;
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to Sub-Consultants;
- If a Security incident or suspected breach of security occurs, prepare and submit to the NCC an occurrence report as soon as possible.

### 5.3.3 Access to site

Unless otherwise indicated, all visits to the site shall be approved through NCC Corporate Security.

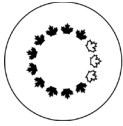
### 5.3.4 References

[Security of Information Act](#)  
[Access to Information Act](#)  
[Privacy Act](#)  
[Policy on Government Security](#)

The Consultant's personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC and/or the NCC.

The Consultant MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Consultant must ensure that its personnel are made aware of and comply with this restriction.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the NCC.



## **5.4 Successors and Assigns**

5.4.1 The contract shall ensure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

## **5.5 Assignment**

5.5.1 The contract shall not be assigned in whole or in part by the Consultant without the prior written consent of the NCC. Any assignment made without that consent is void and of no effect.

5.5.2 No assignment of the contract shall relieve the Consultant from any obligation under the contract or impose any liability upon the NCC.

## **5.6 Time of the Essence**

5.6.1 Time is of the essence of the contract. It is essential that the Work be performed within or at the time stated in the Contract.

5.6.2 Any delay by the Consultant in performing the Consultant's obligations under the contract which is caused by an event beyond the control of the Consultant, and which could not have been avoided by the Consultant without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay. Events may include, but are not restricted to: acts of God, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and exceptional weather conditions of extreme violence or intensity.

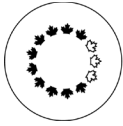
5.6.3 The Consultant shall give notice to the NCC immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the work affected by the delay. When requested to do so by the NCC Client Representative, the Consultant shall deliver a description, which is satisfactory to the NCC Client Representative of work-around plans including alternative sources and any other means that the Consultant will utilize to overcome the delay and endeavor to prevent any further delay. Upon approval in writing by the NCC Client Representative of the work-around plans, the Consultant shall implement the work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay.

5.6.4 Unless the Consultant complies with the notice requirements set forth in the contract, any delay that would constitute an excusable delay shall be deemed not to be an excusable delay.

## **5.7 Insurance**

5.7.1 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.

5.7.2 See Annex "A" - Certificate of Insurance shall be submitted to the NCC prior to award of contract.



## **5.8 Term of Contract**

The period of the Contract is from signature of the Contract until August 31, 2023.

## **5.9 Code of Conduct**

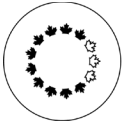
The Consultant must comply with the [NCC Code of Conduct](#) which is available on the NCC website.

## **5.10 Termination or Suspension not due to Default of the Consultant**

- 5.10.1 The NCC may, by giving written notice to the Consultant, terminate or suspend the work with respect to all or any part or parts of the work not completed.
- 5.10.2 All work completed by the Consultant to the satisfaction of the NCC before the giving of such notice shall be paid for by the NCC in accordance with the provisions of the contract and, for all work not completed before the giving of such notice, the NCC shall pay the Consultant's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such work.
- 5.10.3 In addition to the amount which the Consultant shall be paid under the item 5.10.2 and the Financial Bid – Appendix "B", the Consultant shall be reimbursed for the reasonable Consultant's cost of and incidental to the cancellation of obligations incurred by the Consultant pursuant to such notice and obligations incurred by or to which the Consultant is subject with respect to the work.
- 5.10.4 Payment and reimbursement under the provisions in Financial Bid - Appendix "B", shall be made only to the extent that they are established to the satisfaction of the NCC Client Representative, that the costs and expenses were actually incurred by the Consultant, that the same are fair and reasonable and are properly attributable to the termination or suspension of the work or the part thereof so terminated.
- 5.10.5 The Consultant shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Consultant under the contract, exceeds the contract price applicable to the work or the particular part thereof.
- 5.10.6 The Consultant shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the NCC except as expressly provided therein.

## **5.11 Default by the Consultant and Termination due to Default of Consultant**

- 5.11.1 If the Consultant is in default in carrying out any of its obligations under the Contract, the NCC may, by giving written notice to the Consultant, terminate for default the Contract or part of the Contract. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Consultant has not cured the default to the satisfaction of the NCC within that cure period.



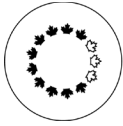
- 5.11.2 If the Consultant becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Consultant, or an order is made or a resolution passed for the winding down of the Consultant, the NCC may, to the extent permitted by the laws of Canada, by giving written notice to the Consultant, immediately terminate for default the Contract or part of the Contract.
- 5.11.3 If the NCC gives notice under item 5.11.1 or 5.11.2, the Consultant will have no claim for further payment except as provided in this section. The Consultant will be liable to the NCC for all losses and damages suffered by the NCC because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by the NCC in procuring the Work from another source. The Consultant agrees to repay immediately to the NCC the portion of any advance payment that is liquidated at the date of the termination.
- 5.11.4 Upon termination of the Contract under this section, the NCC may require the Consultant to deliver to the NCC, in the manner and to the extent directed by the NCC, any completed parts of the Work which have not been delivered and accepted before the termination and any materials, parts, plant, equipment or work-in-process which the Consultant has acquired or produced specifically in the fulfillment of the Contract.
- 5.11.5 Subject to the deduction of any claim that the NCC may have against the Consultant arising under the Contract or out of the termination, the NCC will pay the Consultant the value, determined on the basis of the Contract Price, including the proportionate part of the Consultant's profit or fee included in the Contract Price, of all completed parts of the Work and the Cost to the Consultant that the NCC considers reasonable in respect of all materials, parts, plant, equipment or work-in-process delivered to the NCC pursuant to such direction and accepted by the NCC.
- 5.11.6 If, after the NCC issues a notice of termination under item 5.11.1 or 5.11.2, it is determined by the NCC that the default of the Consultant is due to causes beyond the control of the Consultant, such notice of termination shall be deemed to have been issued pursuant to Part 5, item 10 and the rights and obligations of the parties hereto shall be governed by Part 5 item 10 - Termination or Suspension not due to Default of the Consultant above.

## **5.12 Authorities**

- 5.12.1 NCC Senior Contract Officer is:

Micheline Al-Koutsi  
National Capital Commission  
40 Elgin Street, Suite 202  
Ottawa, ON K1P 1C7  
Telephone: 343-552-5974  
Email: [micheline.al-koutsi@ncc-ccn.ca](mailto:micheline.al-koutsi@ncc-ccn.ca)

The Senior Contract Officer is responsible for the management of the Contract. Any changes to the Contract must be authorized in writing the appropriate NCC delegated Contracting Authority. The Consultant 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 Senior Contract Officer.

5.12.2 NCC Project Authority

The NCC Client Representative for the Contract is:

█ (To be entered at contract award)  
█ (Insert title)  
National Capital Commission  
40 Elgin Street, Suite 202  
Ottawa, ON K1P 1C7  
Telephone: 613-239-5678 ext.

Email: [█@ncc-ccn.ca](mailto:█@ncc-ccn.ca)

The NCC Client Representative is the representative of the NCC 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 NCC Client Representative; however, the NCC Client Representative 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 Senior Contract Officer.

5.12.3 Consultant's Representative

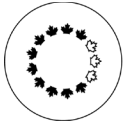
█ (Name of person)  
█ (Title)  
█ (Name of Consultant)  
█ (Address)  
City ( ), Postal code:  
Telephone no.:  
Fax no.:  
Email address:

**5.13 Inspection and Acceptance of the Work**

5.13.1 All the Work is subject to acceptance by the NCC. Acceptance of the Work by the NCC does not relieve the Consultant of its responsibility for errors to meet the requirements of the Contract. The NCC will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction at the Consultant's expense.

**5.14 Basis of Payment**

In consideration of the Consultant satisfactorily completing all of its obligations under the Contract, the Consultant will be paid in Canadian dollars the firm contract price stipulated at Appendix B. This price includes all professional fees, travel, disbursements and applicable taxes. The applicable Goods and Services Tax (GST), Harmonized Sales Tax (HST) or Quebec Sales Tax (QST) is to be indicated separately.



The NCC will not pay the Consultant for any work modifications unless they have been approved, in writing, by the Senior Contract Officer before their incorporation into the Work.

It is a term of every contract providing for the payment of any money by the NCC that payment thereunder is subject to there being an appropriation for the particular service for the fiscal year in which any commitment thereunder would come in course of payment Section 40, *Financial Administration Act*.

**5.15 Method of Payment**

One of the following methods of payment will form part of the method of payment for this contract:

**Single Payment**

The NCC will pay the Consultant upon completion and delivery of the Work in accordance with the payment provisions of the Contract:

**Milestone Payment**

The NCC will pay the Consultant on a milestone basis for work performed covered by the invoice in accordance with the payment provisions of the Contract upon receipt of the following:

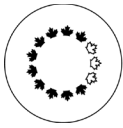
- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified and accepted by the NCC;
- (c) the work performed has been accepted by the NCC.

**All payments will be NET thirty (30) days.**

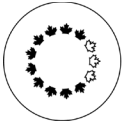
The NCC will make milestone payments in accordance with the Schedule of Milestones detailed below and the payment provisions of the Contract if all work associated with the milestones has been completed and accepted by the NCC.

**Schedule of Milestones:**

Task	Description	Deliverable	Proposed Timing	Payment Schedule
Project launch		1. Revised work plan and timeline	Summer 2021 - Within 2 weeks of contract award	-
Staff interviews Round 1 – Impact Identification	Presentation of phase 1 results and initial list of impacts	2. Initial list of impacts by sector 3. Refined high-level sector-based analysis to inform vulnerability assessment	Fall 2021	-

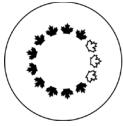


Staff interviews Round 2 - Vulnerability Assessment	<ul style="list-style-type: none"> <li>Determine methodology for vulnerability assessment</li> <li>Staff interviews and/or focus groups</li> </ul>	<p>4. Vulnerability assessment tool developed</p> <p>5. List of prioritized vulnerabilities identified</p>	Fall 2021	-
Staff interviews Round 3 – Risk Assessment	<ul style="list-style-type: none"> <li>Determine methodology for risk assessment</li> <li>Staff interviews and/or focus groups</li> <li>Core Team rating of consequence and likelihood to rank risks</li> <li>Review and revise vulnerability and risk assessment results</li> </ul>	<p>6. Risk assessment tool developed</p> <p>7. Priority climate risks for adaptation planning identified</p>	Fall 2021	-
Align with Stakeholders	<ul style="list-style-type: none"> <li>Compare risks (via reports and/or meetings) with the City of Ottawa, Ville de Gatineau, PSPC, Hydro Ottawa, and Hydro-Québec</li> <li>Identify shared risks, both low and high</li> </ul>	8. Summary of shared risks	Winter 2022	-
Develop draft report of results to date – Risk assessment	Draft sections 1-5 of the final report summarizing the impact, vulnerability and risk assessment process and results to be shared with staff and senior management.	9. Draft report, sections 1-5	March 31, 2022	<b>60%</b>
Review of draft report – Risk assessment	One round of comments	10. Revised draft report	Spring 2022	-
Finalize project plan for adaptation plan development phase	Confirm approach and timeline for adaptation plan development phase	11. Revised work plan and timeline	Spring 2022	-

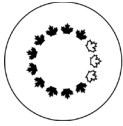


Present to Executive Management Committee	Create slides for a 10-minute presentation. NCC staff will deliver the presentation for comment. The presentation should present the results for information and solicit feedback on the approach, next steps and scope of the adaptation plan.	12. Executive Management Committee presentation slides	Spring 2022	-
Present to Board of Directors	Create the slides for a 10-minute presentation. NCC staff will present the results for comment. The presentation created for the Executive Management Committee may be reused or modified. Note that this presentation will be broadcast live to the audience.	13. Board of Directors presentation slides	Spring 2022	-
Staff interviews Round 4 – Identify adaptation measures	Present results and initial suite of actions to mitigate highest priority risks, validate with staff.	14. Proposed adaptation and resiliency actions	Summer 2022	-
Staff interviews Round 5 – Prioritize adaptation measures	Prioritize actions into ‘must do’, ‘monitor’ and ‘investigate further’ (or similar) and evaluate actions based on their effectiveness, estimate the time horizon for anticipated impacts. Validate with staff.	15. Revised list of priority climate adaptation and resiliency actions 16. Costs and benefits and other analysis	Fall 2022	-
Align with key stakeholders	Consult with the cities to identify shared adaptation measures for shared risks.	17. Summary of shared adaptation measures	Fall 2022	-





Draft report – Risk assessment & adaptation plan	The results of the adaptation planning phase will be added to the existing draft report (deliverable 9) to form the draft final report.	18. Draft report	Winter 2023	<b>20%</b>
Internal consultation	A presentation will be given to a large group of multi-disciplinary staff to ensure that all relevant parts of the organization have provided input into the report and are comfortable with the approach.	19. PowerPoint presentation and video conference for staff	Winter 2023	-
Review of draft report - Risk assessment & adaptation plan	Round one of comments	20. Revised draft report	Winter 2023	-
Present to Executive Management Committee	Create the slides for a 10-minute presentation. NCC staff will present the results for comment.	21. Slides from the presentation to the Executive Management Committee	Spring 2023	-
Online public consultation	NCC-lead online public consultation on 80% draft report	N/A	Spring 2023	-
Review of draft report	Round two of comments	22. Revised draft report	Spring 2023	-
Final report - Risk assessment & adaptation plan	The results of this study will be submitted in a final report in both official languages to the NCC. The final report will be in Word format and will not require graphic design beyond the maps, data, graphs and images needed to communicate the findings to policy makers.	23. Final report in both languages	Spring 2023	-



Development of communication materials	Prepare a series of infographics, graphs, maps or other images that communicate the key findings for the general public. These will be used in presentations, online or through social media.	24. Draft PowerPoint deck, infographics, key messages	Spring 2023	-
Review of communication materials	Project team to provide feedback on communication materials	25. PowerPoint deck, infographics, key messages	Spring 2023	<b>20%</b>

**5.16 Records to be kept by Consultant**

- 5.16.1 The Consultant shall keep proper accounts and records of the cost of the work and of all expenditures or commitments made by the Consultant including the invoices, receipts and vouchers, which shall at reasonable times be open to audit and inspection by the NCC who may make copies and take extracts therefrom.
- 5.16.2 The Consultant shall afford facilities for audit and inspection and shall furnish the NCC with such information it may from time to time require with reference to the documents referred to herein.
- 5.16.3 The Consultant shall not dispose of the documents referred to herein without the written consent of the NCC, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract, in the absence of such specification, for a period of six (6) years following completion of the work.

**5.17 Invoicing Instructions**

The Consultant must submit invoices in accordance with the services rendered in accordance with their SoW. Invoices cannot be submitted until all work identified in the invoice is completed or accepted by the NCC.

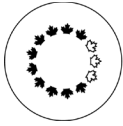
Send by email at the following address: [payables@ncc-ccn.ca](mailto:payables@ncc-ccn.ca)

To ensure prompt payment, please prepare your invoice in accordance with the prices quoted. Errors in invoicing can cause delay of payment and may cause your invoice to be returned. Submit your invoice to the email address shown above and clearly indicate the Purchase Order number.

**5.18 Conflict of interest— Other Work**

The Consultant, during and after the period of performance of the Contract agrees that:

- 5.18.1 If its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), for the Work performed under its Contract, the Consultant must not bid for any of that resulting contract(s); and



5.18.2 The NCC will disqualify any bid from the Consultant (or any entity that either controls or is controlled by the Consultant or, together with the Consultant, is under the common control of a third party, as well as such third party) for contracts, on any other work of this project for the Work performed under its Contract, as described in this clause, in respect to which the NCC determines, at its sole discretion, that the Bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

## **5.19 Limitation of Liability**

5.19.1 The Consultant is liable for any damage caused by the Consultant, its employees, sub-Consultants, or agents to the NCC or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract.

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.

## **5.20 Indemnification**

5.20.1 The Consultant shall indemnify and save harmless the NCC from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to the Consultant's Work any injury to or death of a person or damage to or loss of property arising from any act, omission or delay on the part of the Consultant, the Consultant's servants or agents in performing the work or as a result of the work.

5.20.2 The Consultant shall indemnify the NCC from all costs, charges and expenses whatsoever that the NCC sustains or incurs in or about all claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Consultant's obligations under the contract, and in respect of the use of or disposal by the NCC of anything furnished pursuant to the contract.

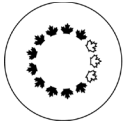
5.20.3 The Consultant's liability to indemnify or reimburse the NCC under the contract shall not affect or prejudice the NCC from exercising any other rights under law.

## **5.21 Conflict of Interest**

The Consultant declares that the Consultant has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Consultant shall declare it immediately to the NCC Senior Contract Officer.

## **5.22 Consultant Status**

This is a contract for the performance of a service and the Consultant is engaged under the contract as an independent Consultant for the sole purpose of providing a service. Neither the



Consultant nor any of the Consultant's personnel is engaged by the contract as an employee, servant or agent of the NCC. The Consultant agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Unemployment Insurance, Worker's Compensation, or Income Tax.

#### **5.23 Warranty by Consultant**

The Consultant warrants that the Consultant is competent to perform the work required under the contract and that the Consultant has the necessary qualifications including the knowledge, skill and ability to perform the work.

The Consultant warrants that the Consultant shall provide a quality of service at least equal to that which generally would be expected of a competent Consultant in a like situation.

#### **5.24 Amendments**

No amendment of the contract or waiver of any of the terms and provisions shall be deemed valid unless effected by a written amendment.

#### **5.25 Hours and Place of Work**

Due to the COVID-19 pandemic, most of the NCC & Consultant interactions will be done by email or video teleconferencing. When the Work is to be carried out, the Consultant shall, in the interests of co-ordination, adopt the same hours of work as the NCC's employees.

#### **5.26 No Additional Remuneration**

It is understood and agreed that the Consultant shall act as an independent Consultant and that he shall not be entitled to any payment or remuneration other than that provided for in Appendix "B" - Financial Bid of the contract and set out in greater detail in item 5.14 - Basis of Payment and 5.15 - Method of Payment of the present contract.

#### **5.27 Compliance with Legal Requirements**

The Consultant himself shall be solely responsible for complying with all federal and provincial laws and municipal by-laws applicable within the context of the services provided by him under the present contract.

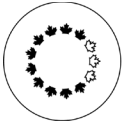
#### **5.28 Responsibility of the NCC**

The NCC Client Representative shall provide the support, counsel, directives, instructions, acceptances, decisions and information that he shall consider necessary or appropriate in connection with this contract.

#### **5.29 Ownership of Documents**

All documents submitted or prepared by the Consultant under the terms of the contract shall become the property of the NCC, who shall become the owner of the copyright.

All documents and records, and the information contained therein, provided to the Consultant related to or for the purposes of this Contract shall be treated as confidential. The Consultant shall



take all necessary steps to ensure that the documents and records, or any information contained therein, are not copied, provided to, discussed, or disclosed in any manner whatsoever, to any person or entity, other than the NCC, unless expressly authorized by the NCC. The Consultant shall ensure that only its authorized employees are given access to the said documents or records and that these employees treat these documents and records, and the information contained therein, as confidential.

As may be directed in writing by the NCC upon the expiry, termination or completion of the Contract, the Consultant shall either return to the NCC forthwith all documents or records provided to it by the NCC or destroy all documents and records, together with satisfactory proof of such destruction.

The NCC shall have unrestricted access to all documents and records provided to the Consultant during the term of the Contract.

### **5.30 Managers, Employees, Agents and Sub-Consultants**

The Consultant shall take all reasonable measures and precautions to ensure that his managers, employees, agents and sub-Consultants comply with the terms of the present Contract. Without limiting the general nature of the above, Consultants shall include in all subcontracts arising from this contract, clauses which are similar to these conditions, such clauses to be formulated in terms that are not less favourable to the NCC than their counterparts in the said conditions. The Consultant shall comply with these conditions and take any other actions required by the NCC in order to fulfil the terms of the present clause.

### **5.31 Entire Agreement**

The contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

# Climate Risk Assessment and Adaptation Plan for the National Capital Commission

APPENDIX "A" - STATEMENT OF WORK

## Introduction

The National Capital Commission (NCC) is requesting proposals from consulting firms to assess the NCC’s vulnerability to climate change and develop an adaptation plan to address the greatest climate risks.

The National Capital Region is already experiencing the effects of climate change. Recent events including the extreme flooding events of 2017 and 2019 and extreme heat and tornadoes of 2018 have highlighted the need for the NCC plan ahead.

In 2019, the NCC commissioned a [robust suite of climate projections](#) and with this initiative, is looking to gain a better understanding of potential climate change risks to its broad range of assets, operations and programs in order to guide adaptation planning activities.

Consultants with experience translating climate projections into impacts, climate risk assessment and adaptation planning (including experience in managing uncertainty and data gaps), engagement and facilitation, and communicating complex information to the public are invited to apply.

## About the NCC

### Mandate

The NCC is a federal Crown corporation created by Canada’s Parliament in 1959 under the National Capital Act. The role of the NCC, as defined by the National Capital Act, is “to prepare plans for and assist in the development, conservation, and improvement of the National Capital Region in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance.” The corporation fulfills this role through the following activities:

- Setting the long-term planning direction for federal lands in Canada’s Capital Region;
- Guiding and controlling the use and development of federal lands in Canada’s Capital Region;
- Managing, conserving and protecting NCC assets (including Gatineau Park, the Greenbelt, urban parks, real property, and other assets such as bridges, pathways and parkways); and
- Maintaining heritage sites in the National Capital Region, such as the official residences and commemorative sites.

### Assets

The NCC owns and manages a broad range of built and natural assets including:

- 1,700 properties and 1,000 buildings
- 145 bridges including interprovincial bridges
- 23 urban parks
- 39,600 ha of forested lands and 2,500 ha of wetlands
- 75 km of waterfront and 50 lakes
- 220 km of pathways
- 6 official residences
- 100+ km of roads and parkways
- 194 monuments, public art, interpretive panels and plaques
- 600+ different structures (e.g. retaining walls, lookout platforms, dams etc.)
- 5,600 ha of farmlands
- 2,800 various other assets (electrical, mechanical, water and drainage systems)

## Appendix “A” - Statement of Requirements

The built assets owned by the NCC are valued at \$1.7 billion (replacement value).

### Operations

The assets listed above, as well as seasonal assets like the Rideau Canal Skateway, require significant day-to-day and lifecycle management by NCC staff. External contractors are responsible for landscaping, waste collection, and snow clearing, an external property management company manages the residential, commercial, and light industrial real estate portfolio, and NCC staff manage the contract for these services. Conservation Officers enforce regulations and respond to situations on NCC lands and volunteers do site clean-ups, remove invasive species and protect species at risk. The NCC rents its lands out to external partners to host some of the biggest events in the National Capital Region including Bluesfest, Jazz Festival, Canada Day, Summer Solstice Indigenous Festival etc.

### Programs

NCC lands provide many recreational opportunities. Recreational facilities and programs exist for cross-country skiing and snowshoeing in the Greenbelt, in Gatineau Park, along the Sir John A. McDonald Parkway, Sir George Etienne Cartier Parkway, and Rideau River, downhill skiing at Camp Fortune, ice skating on the Rideau Canal Skateway, swimming at Gatineau Park beaches and Westboro beach, camping, hiking, trail running and mountain biking in Gatineau Park and the Greenbelt, and walking or biking on multi-use pathways. The NCC also offers programs and events including a winter carnival for newcomers to the Capital to discover the joys of winter, Sunday Bike Days, the Tulip Festival, Fall Rhapsody bus tour, and archaeological digs. These activities are iconic aspects of the National Capital Region.

### Context

In 2005, the NCC retained the University of Waterloo to conduct a [study on the effects of climate change on NCC events, programs and recreational activities](#). The NCC now wishes to gain a more comprehensive picture of the impacts of climate change on all its assets, operations, and programs.

In September 2018, the NCC launched its [Sustainable Development Strategy, 2018-2023](#). One of the priority actions is to undertake a climate vulnerability assessment and develop a climate resiliency plan.

The NCC is also a designated entity under the Federal Sustainable Development Act. This means the NCC is required to contribute to and report on progress toward the [Federal Sustainable Development Strategy](#) and the [Greening Government Strategy](#). Under these strategies, the NCC is required to “take action to improve understanding of the risks posed by the impacts of climate change to federal assets, services and operations” and “take action to reduce climate change risks to assets, services and operations”.

This climate change adaptation initiative is being completed in 2 phases:

- Phase 1: The acquisition of climate projections (completed in Spring 2020) to help the NCC to understand impacts on assets, operations and programs, and



## Appendix “A” - Statement of Requirements

- Phase 2: Develop a plan for climate resilience and adaptation initiatives (current phase).

In phase 1, the NCC and the City of Ottawa commissioned CBCL Limited to undertake a [comprehensive climate projection study for the National Capital Region](#). The project used a collaborative and impacts-driven approach that involved iterative feedback from the Project Partners and stakeholders such as the Ville de Gatineau and Conservation Authorities. It relied on data and advice from Environment and Climate Change Canada’s Canadian Centre for Climate Services. This study is built upon previous studies (Public Services and Procurement Canada (PSPC), the Ville de Gatineau, and Hydro Ottawa) and is more comprehensive in terms of data coverage (187 indices) and geographical reach (National Capital Region). Indices were selected to provide meaningful projections that can be used by decision-makers. The report and supporting data have been made publicly available in order to be useful to a broad range of users and applications.

Now that the NCC has a robust set of climate projections for the NCR, a consultant is required to support impact identification, climate vulnerability and risk assessment and adaptation planning. Key tasks include:

- Develop a methodology for internal and external engagement
- Lead preparation for and delivery of internal workshops and external engagement
- Compare risk assessment results with the results from the City of Ottawa and the Ville de Gatineau risk assessments
- Develop an adaptation plan
- Prepare a report
- Communicate results in a range of formats

In an effort to limit redundancy and leverage synergies, and in keeping with the NCC’s role as a regional convener and its goal to build a greener capital, not just a greener NCC, this project will require engagement with key regional partners like the City of Ottawa, the Ville de Gatineau, PSPC, and potentially Hydro Ottawa and Hydro-Québec. As each organization is embarking on similar projects, i.e., climate risk assessments and adaptation planning, and given our respective areas of expertise there is much that we can learn from each other.

### **Current climate adaptation planning**

The NCC has already taken some steps to integrate climate adaption into planning and operations. For example,

- the Champlain parking lot was moved inland to reduce flood impacts;
- a new construction standard for pathways has been adopted to increase resiliency to flooding and has been implemented on certain portions of the pathway network including the Parliament and Voyageurs pathways;
- the [Capital Pathway Strategic Plan](#) includes many adaptive strategies particularly related to flooding;
- shoreline restoration is a priority for Gatineau Park, the Greenbelt and Quebec and Ontario urban land portfolios which will increase flood resilience in these areas;
- the [Forest Strategy](#) commits to maintaining the NCC’s tree canopy and includes tree planting targets as a strategy to manage extreme heat;

- Strategic Environmental Assessments of long-range master plans include a coarse climate risk assessment.

## Goal and Objectives

The goal is to lessen the impacts of climate change and extreme weather occurrences, develop the tools and capabilities needed to ensure the resiliency and longevity of the NCC’s assets, operations and programs in the face of new and evolving climate conditions for the benefit of all Canadians, and support communication with staff and the public.

The objectives of this assignment are to:

- Build a shared understanding of climate impacts, vulnerabilities and solutions across a broad range of NCC assets, operations, and programs.
- Undertake a high-level climate vulnerability and risk assessment<sup>1</sup> using local climate projections, geographical information system (GIS) data (i.e. greenspaces, assets, land use and flood data), and staff knowledge to identify potential impacts on NCC assets, operations, and programs, and prioritize risks in order to identify where the NCC should focus its efforts.
- Identify the risks shared by the NCC, City of Ottawa and Ville de Gatineau by comparing the results of these respective risk assessments.
- Develop a climate adaptation plan that includes effective adaptation options to manage the greatest climate risks for the NCC, as well as the greatest risks shared by the NCC, City of Ottawa and Ville de Gatineau. The plan will include recommended actions to reduce identified impacts as well as additional studies required to further assess risk.
- Align with relevant external climate vulnerability and risk management initiatives to reduce costs, combine stakeholder engagement where possible, and identify shared solutions.
- Develop a suite of communications materials (i.e., infographics) to support the education of internal and external audiences.

## Scope

The scope of the project includes all assets, operations, and programs managed directly by the NCC across the National Capital Region. The study area for the project is the National Capital Region as defined in the [National Capital Act](#). Please refer to the map on page 15.

Note that the NCC is conducting a parallel climate change risk study for the Rideau Canal Skateway based on the projections developed as a part of phase 1 of this study, therefore risk to the Skateway will be considered in this assignment at a high level only.

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<sup>1</sup> The terms ‘climate vulnerabilities’ and ‘climate risks’ are used differently in different contexts. For the purposes of this project, vulnerability refers to the susceptibility of a community or service to harm arising from climate change. Vulnerabilities are the gaps or weaknesses that undermine our ability to respond to climate change. Risk refers to the calculated assessment of potential impacts and vulnerabilities. Risk is the combination of the probability of an impact occurring and its negative consequences.

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The successful bidder will be provided with relevant reports for this project to compare and align approaches.

Climate information from phase 1, historical flood data for the 1:20, 1:50, 1:100 year floodplains of the Ottawa, Rideau and Gatineau Rivers, and climate change proxy flood data (1:350 year floodplain) will be used to perform vulnerability and risk assessments on the following assets, operations, and programs:

- Physical infrastructure including the planning, management, maintenance and renewal of roads, bridges, pedestrian and cycling infrastructure, stormwater infrastructure, parking lots, fleet, buildings, recreational facilities, snow removal, and road maintenance.
- Public health and safety of asset users and staff (including disease prevention, e.g., Lyme disease) and reducing impacts on vulnerable populations, e.g., extreme heat, flooding.
- Natural areas and assets such as wetlands, forests, watercourses and shorelines, conservation areas, groundwater, street trees, and biodiversity.
- Agriculture and other economic activity including NCC’s floral program.
- Recreation and tourism (all seasons) including cross-country skiing, downhill skiing, skating, snowshoeing, fat biking, swimming, camping, hiking and cycling.
- Impacts on users of NCC lands (all seasons)
- Business continuity at NCC office locations and teleworking.

The projections from phase 1 must be used for this assignment; no additional climate data downscaling will be computed or borrowed from other sources. A climate data expert with Environment and Climate Change Canada’s Canadian Center for Climate Services is available to answer questions about the phase 1 projections.

The consultant will advise the NCC about the best timeframe (the 2030s (2021-2050), 2050s (2041-2070), or 2080s (2071-2100)) to use throughout the impact identification and vulnerability and risk assessment phases.

ICLEI’s [Building Adaptable and Resilient Communities Guide and Workbook](#) (BARC) is the preferred kind of approach for this assignment, based on its simplicity, its suitability for assessing risk for an entire jurisdiction<sup>2</sup> and the fact that the Ville de Gatineau and the City of Ottawa are using it to varying degrees. However, the NCC is open to other risk assessment frameworks, or a hybrid approach, as advised by the successful bidder. The objectives are to seek alignment with the two cities as much as possible and identify an appropriate risk assessment approach that is suited to analyze climate risks to a broad range of assets, operations and programs (i.e., natural systems, recreational programs), in addition to physical infrastructure.

Having completed the *Climate Projections for the National Capital Region Report*, the next step is to conduct a vulnerability and risk assessment and develop a climate adaptation plan. This assignment corresponds with Milestones 2 and 3 of ICLEI (Local Governments for Sustainability) Building Adaptable and Resilient Communities Guide and Workbook. Key considerations to be addressed in these next steps are described in the following sections.

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<sup>2</sup> This methodology is recommended for climate risk assessments for an entire jurisdiction (as opposed to a specific sector) per the “Guidance Document on Good Practices in Climate Change Risk Assessment” (April 2020) prepared by ICLEI for the Canadian Council of Ministers of the Environment

### Impact Identification

First, the results of phase 1 and flood data will allow the core team to identify the potential impacts:

- Which climate projections affect each service area or sector?
- Who or what could be affected by changing climate conditions and how?
- What are existing adaptation measures?
- What opportunities will be created with climate change?
- What additional information is needed to assess vulnerability and risk?
- Who else should be involved in assessing risk and identifying adaptation actions?

In order to seek alignment with neighbouring jurisdictions and save time, where relevant, impact statements will be borrowed from the City of Ottawa and Ville de Gatineau or may be borrowed from other jurisdictions that have published reports about their climate risk assessments. The NCC project manager will facilitate obtaining impact statements from the cities.

Individual or small group staff interviews and user-friendly tools will be conducted to validate the list of impacts.

### Vulnerability Assessment

Then, vulnerability will be assessed by calculating sensitivity and adaptive capacity to these impacts. This stage may serve to screen out the least serious impacts to the NCC. Individual or small group staff interviews and user-friendly tools will be conducted to validate the vulnerability assessment.

### Risk Assessment

Next, high-level risks will be assessed by measuring the potential consequences and likelihood of climate impacts to which the NCC is highly vulnerable (as identified in the previous step). The likelihood assessment, together with the consequence evaluation, will constitute the risk score for each impact. The risk scores are then ranked and serve to identify the priority areas for more in-depth risk assessments, and actions in the climate adaptation plan. Individual or small group staff interviews and user-friendly tools will be conducted to validate the ranked risks.

These steps will be conducted for NCC-managed assets, operations and programs, however certain interdependencies exist, namely reliance on power supplied by external organizations, therefore integrating these dependencies into the risk assessment framework will be important. Consultation with Hydro Ottawa and Hydro-Québec will be required.

At this stage, the consultant will compare the results of the NCC's risk assessment with the results of the City of Ottawa and Ville de Gatineau's risk assessments and identify risks shared by the NCC and either/both cities. The results of this comparison will inform the identification of common strategies to address these shared risks in the climate adaptation plan.

### Adaptation planning

The adaptation planning phase will involve developing an NCC-focussed adaptation plan that recommends appropriate adaptation measures and further in-depth risk

## Appendix “A” - Statement of Requirements

assessments to manage the most significant climate risks identified in the risk assessment phase.

Via individual or small group interviews, the consultant will present the results of risk assessment as well as an initial suite of actions to mitigate the highest priority risks which will be validated with staff.

The following elements may be included in the adaptation planning phase:

- What are the options to mitigate the highest risks? Which strategies and actions are recommended (based on evaluation of effectiveness, cost-benefit, overlap with other NCC goals (particularly mitigation goals), and the time horizon for anticipated impacts)?
  - Actions may be prioritized into the categories of “must-do”, “monitor” and “investigate further” (this category could include detailed risk assessment for certain assets), with Branch Memorandum of Understanding integration for “must-do” items at a minimum.
- What capacity exists to support adaptation and what gaps remain?
- Where can climate resiliency be integrated into current NCC business?
- What impacts need more detailed analysis?
- What are the high-level costs and timing of each action?
- What are the costs and benefits of actions (including avoided costs as feasible)?
- How can external funding be leveraged?

This analysis will be validated with staff via individual or small group interviews and user-friendly tools, and with senior management.

### **Engagement, Consultation & Collaboration**

Internal consultation will be a fundamental component of this work and will occur primarily via staff interviews. Bidders are invited to propose novel consultation approaches considering the restrictions that COVID-19 has on in-person gatherings. Note that Teams and Skype for Business are the NCC’s video conferencing programs of choice. In addition, bidders are invited to propose user-friendly tools and formats that make providing input into the various stages as easy as possible for staff with very limited time. For example, surveys or web-based documents with drop-down menus or drag-and-drop prioritization options.

A strong climate adaptation-related working relationship exists between the NCC and the City of Ottawa and Ville de Gatineau. Collaboration with the cities on public and/or sector-specific consultation may occur throughout the vulnerability and risk assessment phase. Collaboration can be divided into two types based on the degree of expertise and/or asset ownership of the three jurisdictions:

- Co-lead: Work in a fully collaborative way on design, logistics, and analysis
- Lead/learn: One jurisdiction leads on design, logistics, implementation, and analysis and the other jurisdiction(s) learn from the results.

For example, the City of Ottawa may lead a consultation with the agricultural sector and will share the findings with the NCC. Alternately, the NCC may be invited to include NCC-specific questions into the consultation processes lead by either city. The timing and structure of NCC participation in city-led consultations will not be formalized in advance, instead, the NCC will need to be flexible in order to capitalize on collaboration

## Appendix “A” - Statement of Requirements

opportunities as they arise. Two meetings with each municipality will be required and relevant reports will be shared. If a shared consultation opportunity arises that substantively expands the scope of work, additional resources may be identified.

The NCC also has a strong relationship with PSPC’s Real Property Branch and intends to learn from their work to date on risk and adaptation strategies for buildings in the NCR to promote alignment between our respective organizations. Two meetings will be required, and relevant reports will be shared.

Collaboration with Hydro Ottawa, Hydro-Québec, and Enbridge may be required. If required, a maximum of two meetings with each utility will be expected. Relevant reports will be shared.

The NCC project manager will facilitate communication with regional partners.

Pending opportunities for collaboration on public consultation with the cities, NCC-specific online public consultation may occur at the beginning of the adaptation planning phase (for example, the public could be asked to rank the risks identified in the risk assessment phase). The NCC will also lead an online public consultation on an 80% draft of the adaptation plan.

Impacts on diverse and vulnerable users of NCC lands must be explicitly considered throughout the project. Engagement with the GBA+ Committee, Diversity and Inclusion Committee, Black Employee Support Committee, Advisory Committee on Universal Accessibility may be required.

The NCC is seeking an English/French bilingual project team to facilitate consultation with NCC staff, other provincial and federal government departments and non-government partners in both official languages. .

### Report

A draft report in English will be required for NCC review. The NCC will provide comments which should be incorporated into the final report. The report could include the following sections.

1. Purpose of the report
2. Context/About the NCC
3. Impact identification
4. Vulnerability assessment
5. Risk assessment
6. Adaptation plan (framework, actions)
7. Conclusion
8. Appendices (as necessary)

Once the final report is submitted in English, reviewed and approved, the Consultant shall proceed with the translation into French. In order to ensure the high quality of all written materials, the translation must be completed by a company named on a pre-approved list of translation firms. Once the translation has been reviewed and approved, the final report may be submitted in both official languages.

### Communications

Communication will form a significant component of this project – the NCC is seeking simple ways of communicating climate risks, and adaptation strategies to staff and the public. The consultant will develop a suite of communications materials including, but not

## Appendix “A” - Statement of Requirements

limited to infographics, tables, plots, diagrams, images, and slide decks will be provided to support communication with staff, stakeholders and the public. The consultant will also help identify key messages to frame the content of the adaptation plan.

Please note that the components described in the previous sections are considered as guidelines. Consultants are encouraged to suggest alternative approaches to achieving the stated project objectives as they see fit, based on their experience and expertise.

### Out of Scope

- Non-climate hazards such as earthquakes, health pandemics or security risks.
- Flood modelling that integrates climate projections in a more complex manner than the 1:350-year floodplain (this will be studied separately in the future) and detailed hydrological modelling.
- Detailed risk assessments of specific sectors or assets will follow the completion of the adaptation plan and will be conducted by specific project teams. However, should any in-depth risk assessments be identified as a necessary aspect of this project, a change order could be created. Bidders should demonstrate that they have access to a wide range of sector-specific expertise either in-house or as a sub-contract if in-depth studies are pursued. Detailed risk assessments would likely be conducted collaboratively with the City of Ottawa and/or the Ville de Gatineau.
- While the adaptation plan will estimate high-level costs, benefits and co-benefits of impacts and adaptation actions, detailed financial analyses of specific interventions will occur through the implementation of the adaptation plan.
- The adaptation plan will be informed by online discussions with regional stakeholders and assessments undertaken by these organizations, however vulnerability and risk assessments of non-NCC infrastructure (such as electricity, telecommunications or municipally-managed assets) will not be undertaken.
- In-person public engagement.

## Key Tasks & Deliverables

The following milestones have been identified however we are open to receiving guidance on the number and type of tasks as well as timing, however a date in Summer 2023 is required.

Task	Description	Deliverable	Proposed Timing
Project launch		1. Revised work plan and timeline	Summer 2021 - Within 2 weeks of contract award
Staff interviews Round 1 – Impact Identification	Presentation of phase 1 results and initial list of impacts	2. Initial list of impacts by sector 3. Refined high-level sector-based analysis to inform vulnerability assessment	Fall 2021
Staff interviews Round 2 - Vulnerability Assessment	<ul style="list-style-type: none"> <li>Determine methodology for vulnerability assessment</li> <li>Staff interviews and/or focus groups</li> </ul>	4. Vulnerability assessment tool developed 5. List of prioritized vulnerabilities identified	Fall 2021
Staff interviews Round 3 – Risk Assessment	<ul style="list-style-type: none"> <li>Determine methodology for risk assessment</li> <li>Staff interviews and/or focus groups</li> <li>Core Team rating of consequence and likelihood to rank risks</li> <li>Review and revise vulnerability and risk assessment results</li> </ul>	6. Risk assessment tool developed 7. Priority climate risks for adaptation planning identified	Fall 2021
Align with Stakeholders	<ul style="list-style-type: none"> <li>Compare risks (via reports and/or meetings) with the City of Ottawa, Ville de Gatineau, PSPC, Hydro Ottawa, and Hydro-Québec</li> <li>Identify shared risks, both low and high</li> </ul>	8. Summary of shared risks	Winter 2022



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Develop draft report of results to date – Risk assessment	Draft sections 1-5 of the final report summarizing the impact, vulnerability and risk assessment process and results to be shared with staff and senior management.	9. Draft report, sections 1-5	March 31, 2022
Review of draft report – Risk assessment	One round of comments	10. Revised draft report	Spring 2022
Finalize project plan for adaptation plan development phase	Confirm approach and timeline for adaptation plan development phase	11. Revised work plan and timeline	Spring 2022
Present to Executive Management Committee	Create slides for a 10-minute presentation. NCC staff will deliver the presentation for comment. The presentation should present the results for information and solicit feedback on the approach, next steps and scope of the adaptation plan.	12. Executive Management Committee presentation slides	Spring 2022
Present to Board of Directors	Create the slides for a 10-minute presentation. NCC staff will present the results for comment. The presentation created for the Executive Management Committee may be reused or modified. Note that this presentation will be broadcast live to the audience.	13. Board of Directors presentation slides	Spring 2022
Staff interviews Round 4 – Identify adaptation measures	Present results and initial suite of actions to mitigate highest priority risks, validate with staff.	14. Proposed adaptation and resiliency actions	Summer 2022
Staff interviews Round 5 – Prioritize adaptation measures	Prioritize actions into ‘must do’, ‘monitor’ and ‘investigate further’ (or similar) and evaluate actions based on their effectiveness, estimate the time horizon for anticipated impacts. Validate with staff.	15. Revised list of priority climate adaptation and resiliency actions 16. Costs and benefits and other analysis	Fall 2022
Align with key stakeholders	Consult with the cities to identify shared adaptation measures for shared risks.	17. Summary of shared adaptation measures	Fall 2022
Draft report – Risk assessment & adaptation plan	The results of the adaptation planning phase will be added to the existing draft report (deliverable 9) to form the draft final report.	18. Draft report	Winter 2023

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Internal consultation	A presentation will be given to a large group of multi-disciplinary staff to ensure that all relevant parts of the organization have provided input into the report and are comfortable with the approach.	19. PowerPoint presentation and video conference for staff	Winter 2023
Review of draft report - Risk assessment & adaptation plan	Round one of comments	20. Revised draft report	Winter 2023
Present to Executive Management Committee	Create the slides for a 10-minute presentation. NCC staff will present the results for comment.	21. Slides from the presentation to the Executive Management Committee	Spring 2023
Online public consultation	NCC-lead online public consultation on 80% draft report	N/A	Spring 2023
Review of draft report	Round two of comments	22. Revised draft report	Spring 2023
Final report - Risk assessment & adaptation plan	The results of this study will be submitted in a final report in both official languages to the NCC. The final report will be in Word format and will not require graphic design beyond the maps, data, graphs and images needed to communicate the findings to policy makers.	23. Final report in both languages	Spring 2023
Development of communication materials	Prepare a series of infographics, graphs, maps or other images that communicate the key findings for the general public. These will be used in presentations, online or through social media.	24. Draft PowerPoint deck, infographics, key messages	Spring 2023
Review of communication materials	Project team to provide feedback on communication materials	25. PowerPoint deck, infographics, key messages	Spring 2023

The proposed timeline is based on partners committing to provide comments to the consultant within 10 business days of the submittal of each deliverable with the exception of deliverable 22.

## **Project Management**

The Project Manager and primary contact for the NCC will be the Sustainable Development Programs Officer. An internal multidisciplinary core team will contribute to workshops to identify impacts, assess vulnerability and risk, and identify adaptation approaches. The Core team will review and provide comments on key deliverables. The Project Manager will consult with the Steering Committee (comprised of key internal Directors) and partners in other jurisdictions at key milestones.

The NCC will be the contracting authority responsible for monitoring contract implementation, quality assurance and payment. All communication regarding this project will be sent to the attention of the NCC’s Project Manager.

The Consultant shall designate the Consultant Project Manager, who will be responsible for managing and supervising the project. The designated Consultant Project Manager, alone or accompanied by additional Consultant team members, as they see fit, shall attend the project launch meeting with the partners to finalize project details, as well as brief monthly check-ins to update the partners on progress made. These meetings will be held via video conference.

## **Miscellaneous Conditions**

- The project will be conducted in English, however, an English/French bilingual team is required for the delivery of this project to support consultation with staff and communication with experts in the field and municipal representatives in the region of Quebec. Deliverables will be produced in English and translated into French by the consultant.
- Once the draft final report is submitted in English, reviewed and approved, the Consultant shall proceed with the translation. In order to ensure the quality of all written materials, the translation must be completed by a company named on a pre-approved list of translation firms provided by the NCC. Once the translation has been reviewed and approved, the final report may be submitted in both official languages.
- The consultant is responsible to provide Word versions of the final report in both languages to be put in layout (i.e., graphic design) by the NCC. Images, graphics and infographics must be provided by the consultant.
- The NCC strives to create accessible documents therefore the consultant is responsible for providing Alt text for all visual content within the report (e.g., images, tables, graphs) to be included in the NCC-led graphic design of the report.
- The NCC will review and approve all reports submitted by the consulting firm. A minimum of 10 business days is required for document review and approval with the exception of deliverable 22.
- All deliverables must be delivered in digital format.
- Appendices must include any maps, diagrams, plans or tables required to transmit information.

## Appendix “A” - Statement of Requirements

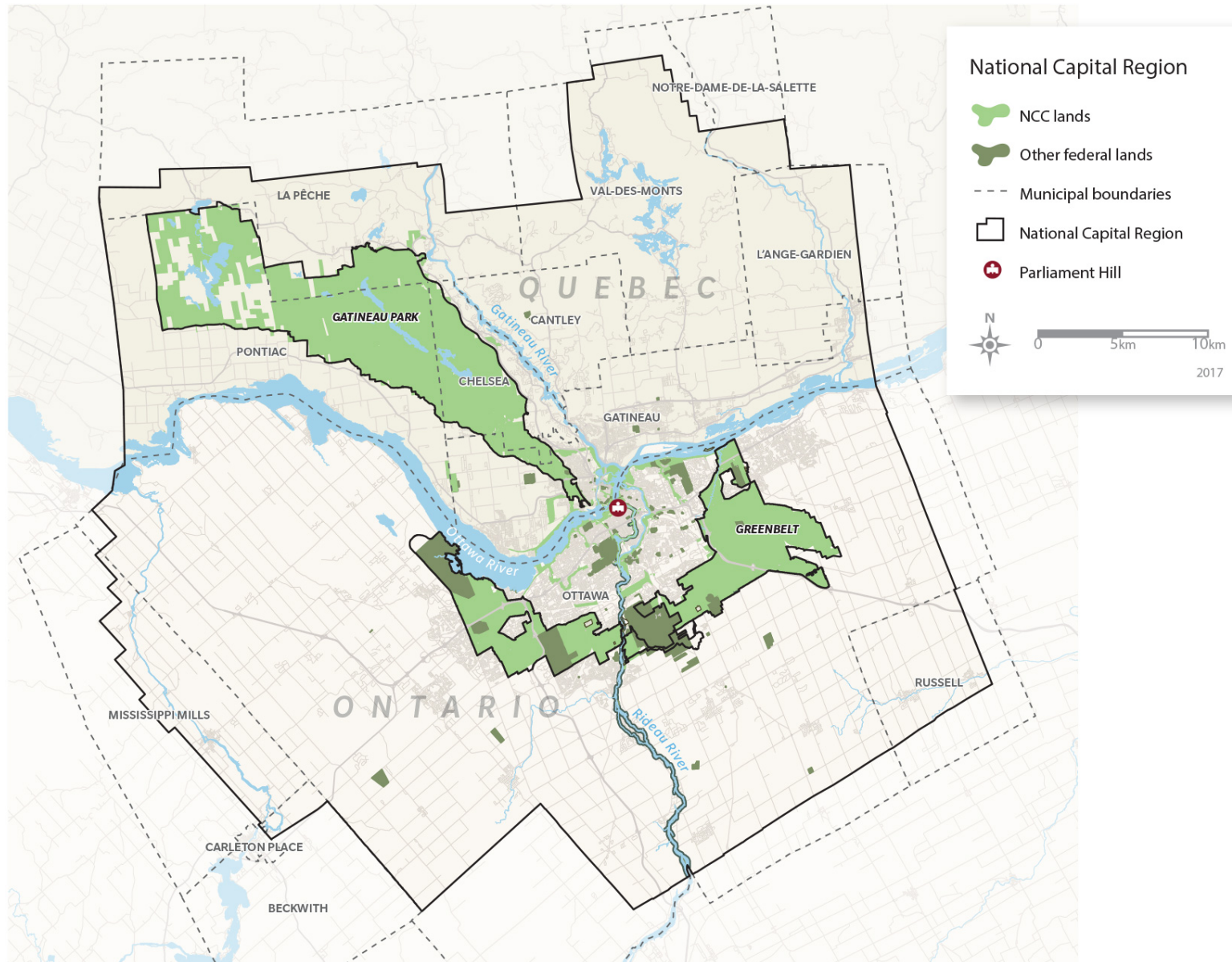
- Relevant raw datasets and components of infographics (e.g., .eps files) must be shared in an e-format for use in future projects.

### Proposal References

- [Climate Projections for the National Capital Region](#) (2020)
- [NCC Sustainable Development Strategy, 2018-2023](#)
- [2005 University of Waterloo study: Climate Change: A Long-Term Strategic Issue for the NCC. Implications for Recreation-Tourism Business Lines.](#)
- NCC Corporate planning documents (e.g. corporate plans, Sustainable Development Strategy annual reports) are available online at [www.ncc-ccn.gc.ca](http://www.ncc-ccn.gc.ca).

Other relevant reference materials, including geospatial flood and asset data, reports, presentations, memos and notes, etc., as well as facilities for meetings (if possible, depending on the COVID-19 pandemic) in Ottawa will be made available to the successful consultant.

Appendix "A" - Statement of Requirements



### Mandatory Requirement

- I. Bidders must ensure full compliance with the following mandatory requirement.
- II. Bidders must provide an explanation that clearly demonstrates full compliance with the mandatory requirement. Documentation may be required.
- III. Bidder's must indicate the location of the information relevant to the mandatory requirement. Ensure that the page and paragraph number are indicated in the column entitled "Page Number" for all information included.

Item	Requirement	Compliant (Yes/No)	Reference to Technical Bid (page number)
1	<b>Language Ability:</b> Staff or some members of the project team has the ability to work in both official languages.		

## APPENDIX A-2 POINT RATED TECHNICAL CRITERIA

The technical proposal should be no more than 25 pages in length (excluding CVs which must be no more than three pages per person) and must include the following:

- Respond to the Point Rated Technical Criteria, and
- Provide References (please note References are not point rated)
  - Provide two (2) references where projects similar in scope were undertaken within the last five (5) years (Include project description, contact name, title, organization, email address and telephone number of a person with detailed knowledge of the project in question). An adequate response consists of two (2) references for recent projects of the same size and scope. The partners must be able to contact references via email or phone without difficulty.

All proposals will undergo a technical evaluation according to a series of predetermined criteria and related weightings. To be technically valid, a proposal must obtain a minimum score of 80 points for the technical component. All aspects of the proposals will be evaluated. The following criteria will be used to assess the proposals.

Rated Requirements	Points Allotted	Point Rated Technical Criteria Evaluation scale	Reference to Technical Bid (page number)
<p><b>1. Company Experience:</b></p> <p>Consultants should demonstrate that they have relevant experience with this type of project. Adequate experience consists of at least three (3) projects from the last 5 years of similar size and scope or an equivalent combination of larger and smaller projects.</p> <p><b>5 points per project</b></p>	<b>15</b>	<p>100%: All projects are directly relevant to the work and demonstrate that the Bidder has successfully delivered projects encompassing all aspects of the work. All key members of the team have worked successfully on the projects.</p> <p>80%: All projects are directly relevant to the work and demonstrate that the Bidder has successfully delivered projects encompassing most of the aspects of the work. Many of the key members of the team have worked successfully on the projects.</p> <p>60%: Projects presented are related to the work, and some of the key personnel have worked successfully on the projects.</p> <p>40%: Projects do not cover all the work, or overall experience is weak.</p> <p>20%: Projects are generally not related to the requirements.</p> <p>0%: Did not submit information or personnel do not possess the qualifications and experience required.</p>	

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Rated Requirements	Points Allotted	Point Rated Technical Criteria Evaluation scale	Reference to Technical Bid (page number)
<p><b>2. Project Manager(s)</b> Identify the person who would be managing and providing supervision on the project. Provide the title, qualifications and experience. Provide a clear description of how the team will be effectively managed.</p>	<b>10</b>	<p>100%: 15 years or more 80%: 12 to 14 years 60%: 9 to 11 years 40%: 6 to 8 years 20%: 3 to 5 years 0%: &lt;3 years</p>	
<p><b>3. Key Team members</b> Identify the team members who will play an active role in the project. Provide the title, qualifications and experience leading vulnerability and risk assessments, organizing workshops, and communicating results). Provide a clear description of the role of each team member.</p>	<b>20</b>	<p>100%: Provided a sample project directly relevant to the SOW requirement, encompassing all aspects of the work with significant complexity, size and/or constraints. 80%: Provided a sample project directly relevant to the SOW requirement 60%: Bidder's key personnel provided a sample project that is generally relevant to the SOW requirement 40%: Provided a sample project that is generally not relevant to the SOW requirement 20%: Provided a sample project not relevant to the SOW requirement 0%: Did not submit information which could be evaluated</p>	
<p><b>4. Understanding of the Project:</b> Provide a summary of the consultants' understanding of the assignment and the NCC needs, noting any specific challenges or opportunities that the consultant will need to address.</p>	<b>15</b>	<p>100%: Demonstrates an excellent understanding of the requirements. 80%: Demonstrates a very good understanding of the requirements. 60%: Demonstrates an understanding of the requirements. 40%: Lacks an adequate understanding of the requirements in some areas. 20%: Lacks almost complete understanding of the requirements. 0%: Lacks a complete understanding of the requirements.</p>	



NATIONAL CAPITAL COMMISSION  
COMMISSION DE LA CAPITALE NATIONALE

Rated Requirements	Points Allotted	Point Rated Technical Criteria Evaluation scale	Reference to Technical Bid (page number)
<p><b>5. Proposed Research Approach:</b> Provide an outline of the proposed methodology to meet the requirements of the Statement of Work. The approach should include an outline of the steps for identifying impacts, assessing vulnerability and risk, and identifying and prioritizing adaptation solutions including a breakdown of staff engagement methods, and methods of communicating the results.</p>	25	<p>100%: Superior approach and methodology, should ensure very effective results with no apparent weaknesses. 80%: Satisfactory approach and methodology, should ensure acceptable results. 60%: Acceptable approach and methodology, should ensure adequate results. 40%: Inadequate approach and methodology, likely to not meet performance requirements. 20%: Extremely poor approach and methodology, insufficient to meet performance requirements. 0 points: Did not submit information or does not possess the approach and methodology to meet requirements.</p>	
<p><b>6. Appropriate Level of Effort:</b> Attach a work plan and schedule, outlining the major project tasks and deliverables. Consultants may suggest alternate tasks or timelines to best meet the project objectives. Consultants must describe their level of effort for both the different blocks of tasks and for each team member in sufficient detail to allow a complete understanding as to how and by whom the assignment is to be carried out.</p>	15	<p>100%: Superior level of effort, should ensure very effective results with no apparent weaknesses. 80%: Satisfactory level of effort, should ensure acceptable results. 60%: Acceptable level of effort, should ensure adequate results. 40%: Inadequate level of effort, likely to not meet performance requirements. 20%: Extremely poor level of effort, insufficient to meet performance requirements. 0%: Did not submit information or do not possess the level of effort to meet requirements.</p>	
<b>Total Points Allotted</b>	<b>100</b>		

<b>I, the undersigned, being a principal of the Proponent, confirm that all the technical elements prescribed in this APPENDIX A-2 – POINT RATED TECHNICAL CRITERIA FORM were properly completed for the Services required for the Project.</b>	
Name of Bidder / Consultant :	
Address of Bidder / Consultant :	
City :	
Province :	
Postal Code:	
Telephone :	
Fax :	
Email :	
Email :	
Signature :	
Title :	
Date :	



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COMMISSION DE LA CAPITALE NATIONALE

## **Appendix “B” - Financial Bid**

Climate Risk Assessment and  
Adaptation Plan for the National  
Capital Commission

**NCC SOLICITATION NUMBER: MA039**



Climate Risk Assessment and Adaptation Plan for the National Capital Commission

**Appendix "B" - Financial Bid**

Solicitation Number: MA039

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**PRICE PROPOSAL FORM**

**A INSTRUCTIONS**

1. Bidders to complete and submit this Price Proposal Form in email #2 by the Bid Closing prescribed on the first page of the RFP document.
2. Bidders must consider the requirements prescribed in section B1 - All-Inclusive-Fees in determining their proposed fees in section B2 for evaluation by the NCC.
3. The Bidder must complete and sign the table on the last page. Failure to do so will render the Bidder's Price Proposal non-responsive.
4. Bidders shall not alter this form except to identify themselves; complete their proposed unit fees, and establish the Total Proposed Fees of a resulting contract. Removing, adding, or altering the wording in this Price Proposal Form will render the Bidder's Price Proposal non-responsive.
5. Any condition or qualification placed upon the Proposal will render the Bidder's Proposal non-responsive.



Climate Risk Assessment and Adaptation Plan for the National Capital Commission

**Appendix “B” - Financial Bid**

Solicitation Number: MA039

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**The following will form part of the evaluation process**

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**B1 Fees**

Proponents shall calculate an all-inclusive-fee, which includes the cost for:

1. Disbursements Included in the Fees:
  - a. The base rate of pay, wages or salaries;
  - b. Vacation pay;
  - c. Benefits which includes:
    - i. welfare and/or social assistance contributions;
    - ii. pension contributions;
    - iii. union dues;
    - iv. training and industry funds contributions; and
    - v. other applicable benefits and costs, if any, that can be substantiated by the Contractor;
  - d. Statutory and legislated requirements, assessed and payable under statutory authority, which includes:
    - i. Employment Insurance contributions;
    - ii. Canada Pension Plan or Quebec Pension Plan contributions;
    - iii. Workplace Safety and Insurance Board, Worker’s Compensation Board or Commission de la santé et de la sécurité du travail premiums;
    - iv. Public Liability and Property Damage insurance premiums; and
    - v. Health tax or insurance premiums;
  - e. Incentive remuneration/Profit sharing;
  - f. Sick pay;
  - g. Computers and standard computer software (as well as peripheral devices but excluding printing devices);
  - h. Cellular telephones, monthly charges, long distance charges, data charges, cases and protective carriers, chargers;
  - i. Stationery/miscellaneous offices supplies;
  - j. E-mail addresses/servers;
  - k. Short-term disability / parental or maternity leave;
  - l. Training costs;
  - m. Professional associations;
  - n. Travel/lodging; Travel and travel related expenses to and from and within the National Capital Region (e.g. Gatineau, Ottawa and surrounding areas), including:
    - i. travel time
    - ii. travel fare
    - iii. mileage
    - iv. parking fees
    - v. lodging
    - vi. meals



Climate Risk Assessment and Adaptation Plan for the National Capital Commission

**Appendix “B” - Financial Bid**

Solicitation Number: MA039

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- vii. taxi charges
  - o. Site parking or arrangements in lieu thereof;
  - p. Local and head office overheads;
  - q. Reproduction and delivery costs of drawings, CADD files, specifications and other technical documentation specified in the Statement of Work;
  - r. Standard office expenses such as any photocopying, computer costs, internet, cellular phone costs, long distance telephone and fax costs, including that between the Consultant’s main office and branch offices and between the Consultant’s offices and other team members’ offices;
  - s. Courier and delivery charges for deliverables specified in the Statement of Work;
  - t. In-house computer work station;
  - u. Plotting charges;
  - v. Presentation materials;
  - w. Rental of office space.
  - x. Translation of all tender documents; and
  - y. Profit.
- 2. Disbursements not included in the Fees:

he following disbursements are not to be included in the Fees. When pre-approved by the NCC Client Representative they will be reimbursed to the consultant at actual cost or as described below:

  - a. Extraordinary reproduction and delivery costs of drawings, documents, presentation material, CADD files, specifications and other Technical Documentation, to comply with NCC requests;
  - b. Extraordinary transportation costs for material samples and models additional to that specified in the Statement of Work;
  - c. Fees for approvals and permits to conduct field investigations and material testing;
  - d. Other extraordinary disbursements provided they are:
    - i. reasonably incurred by the Consultant
    - ii. related to the services required

In all such cases, extraordinary requirements should be described and estimated, if their need is only identified, formalized and approved in writing in advance by the NCC Client Representative.



Climate Risk Assessment and Adaptation Plan for the National Capital Commission

**Appendix "B" - Financial Bid**

Solicitation Number: MA039

**B2 FINANCIAL PROPOSAL**

Description	Unit of Measure	Total Price
1. An all-inclusive fixed lump sum price to provide a Climate Risk Assessment & Adaptation Plan as per Statement of Work	Lump sum	\$
13% HST		\$
TOTAL		\$



Climate Risk Assessment and Adaptation Plan for the National Capital Commission

**Appendix "B" - Financial Bid**

Solicitation Number: MA039

**I, the undersigned, being a principal of the Proponent, confirm that all the pricing elements prescribed in this APPENDIX B – FINANCIAL BID FORM were properly and completed considered in establishing the total proposed fee for the Services required for the Project.**

Name of Bidder / Consultant :	
Address of Bidder / Consultant :	
City :	
Province / State :	
Postal Code / Zip Code:	
Telephone :	
Fax :	
Email :	
Email :	
Signature :	
Title :	
Date :	





- To be completed by the insurer / À être rempli par l'assureur

<b>CONTRACT / MARCHÉ</b>				
Description and location of work / Description et endroit des travaux			Contract no. / N° de contrat	
<b>INSURER / ASSUREUR</b>				
Name / Nom				
Address / Adresse		No., Street / N°, rue		
		City / Ville	Province	Postal code / Code postal
<b>BROKER / COURTIER</b>				
Name / Nom				
Address / Adresse		No., Street / N°, rue		
		City / Ville	Province	Postal code / Code postal
<b>INSURED / ASSURÉ</b>				
Name of contractor / Nom de l'entrepreneur				
Address / Adresse		No., Street / N°, rue		
		City / Ville	Province	Postal code / Code postal
<b>ADDITIONAL INSURED / ASSURÉ ADDITIONNEL :</b>				
<ul style="list-style-type: none"> <li>• The National Capital Commission and Standards Council of Canada / La Commission de la capitale nationale et Le Conseil canadien des normes</li> </ul>				
<p><b>This insurer certifies that the following policies of insurance are at present in force covering all operations of the Insured, in connection with the contract made between the named insured and the National Capital Commission.</b>  <b>L'assureur atteste que les polices d'assurances suivantes sont présentement en vigueur et couvrent toutes les activités de l'assuré en fonction du marché conclu entre l'Assuré dénommé la Commission de la capitale nationale</b></p>				
<b>POLICY / POLICE</b>				
Type Genre	Number Numéro	Inception Date Date d'effet	Expiry Date Date d'expiration	Limit of Liability Limites de garantie
Commercial General Liability Responsabilité civile des entreprises				
Umbrella / Excess Insurance Responsabilité complémentaire / excédentaire				
Other (list) / Autre (énumérer)				
<p>Each of these policies includes the coverages and provisions as specified in Insurance Terms and each policy has been endorsed to cover the National Capital Commission as an Additional Insured. The Insurer agrees to notify the National Capital Commission in writing thirty (30) days prior to any material change in, or cancellation of any policy or coverage.</p>		<p>Chacune des présentes polices renferment des garanties et dispositions spécifiées aux Conditions d'assurance, et chaque police a été amendée pour couvrir la Commission de la capitale nationale en tant qu'assuré additionnel. L'assureur convient de donner un préavis de trente (30) jours à la Commission de la capitale nationale en cas de changement visant la garantie d'assurance ou les conditions ou de l'annulation de n'importe quelle police ou garantie.</p>		
<p>_____ Name of Insurer's Office or Authorized Employee / Nom du cadre ou de la personne autorisée</p>			<p>_____ Telephone number / Numéro de téléphone</p>	
<p>_____ Signature</p>			<p>_____ Date</p>	



**PERSONNEL SCREENING,  
CONSENT AND AUTHORIZATION FORM**

<b>PROTECTED (when completed)</b>		<b>ANNEX "B"</b>
<b>OFFICE USE ONLY</b>		
Reference number	Department / Organization number	File number

**NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions.  
Please typewrite or print in block letters.**

**A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Department / Agency / Organization Official)**

**New**   
  **Update**   
  **Upgrade**   
  **Transfer**   
  **Supplemental**   
  **Re-activation**

The requested level of reliability/security checks(s)

Reliability Status   
  Level I (CONFIDENTIAL)   
  Level II (SECRET)   
  Level III (TOP SECRET)

Other \_\_\_\_\_

**PARTICULARS OF APPOINTMENT / ASSIGNMENT / CONTRACT**

Indeterminate   
  Term   
  Contract   
  Industry   
  Other (specify secondment, assignment, etc.)

Justification of security screening requirement

Position / Competition / Contract number	Title	Group / Level (Rank if applicable)	
Employee ID number / PRI / Rank and Service number (if applicable)	It term or contract, indicate duration period	From	To
Name and address of department / organization / agency	Name of official	Telephone number	Facsimile number

**B BIOGRAPHICAL INFORMATION (To be completed by the applicant)**

Surname (Last name)	Full given names (no initials) underline or circle usual name used	Family name at birth
All other names used (i.e. Nickname)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth Y   M   D
	Country of birth	Date of entry into Canada, if born outside Canada Y   M   D

**RESIDENCE (provide addresses for the last five years, starting with the most current)**

Home address    Daytime telephone number    E-mail address

1	Apartment number	Street number	Street name	Civic number (if applicable)	From Y   M	To present
	City	Province or state	Postal Code	Country	Telephone number	
2	Apartment number	Street number	Street name	Civic number (if applicable)	From Y   M	To Y   M
	City	Province or state	Postal Code	Country	Telephone number	

Have you previously completed a Government of Canada security screening form?  Yes  No    If yes, give name of employer, level and year of screening. \_\_\_\_\_ Y

**CRIMINAL CONVICTIONS IN AND OUTSIDE CANADA (see instructions)**

Have you ever been convicted of a criminal offence for which you have not been granted a pardon?  Yes  No    If yes, give details, (charge(s), name of police force, city, province / state, country and date of conviction).

Charge(s)	Name of police force	City
Province / State	Country	Date of conviction Y   M   D



**PERSONNEL SCREENING,  
CONSENT AND AUTHORIZATION  
FORM**

**ANNEX "C"**  
PROTECTED (when completed)

Surname and full given names		Date of birth		
		Y	M	D

**C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Department / Agency / Organization Official)**

Checks Required (See instructions)	Applicants initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				
2. <input type="checkbox"/> Criminal record check				
3. <input type="checkbox"/> Credit check (financial assessment, including credit records check)				
4. <input type="checkbox"/> Loyalty (security assessment only)				
5. <input type="checkbox"/> Other (specify, see instructions)				

**The Privacy Act Statement**

The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the Government Security Policy (GSP) of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the Privacy Act. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureau). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defense PIB DND/PPE 834 (Personnel Security Screening Investigation File), RCMP PIB CMP PPU 065 (Security Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSCPPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the Government Security Policy. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, of the authorized security official.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Y/M/D)

**D REVIEW (To be completed by the authorized Department / Agency / Organizational Official responsible for ensuring the completion of sections A, B and C)**

Name and title	Telephone number
Address	Fax number

**E APPROVAL (To be completed by authorized Departmental / Agency / Organizational Security Official (only))**

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status

Approved Reliability Status       Not Approved

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Y/M/D)

Security Clearance (if applicable)

Level I     Level II     Level III     Not recommended

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Y/M/D)

Comments

\_\_\_\_\_

**PHOTO**  
**(for Level III T.S.,**  
**and/or upon request – see**  
**instructions)**



**INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02)**

Once completed, this form shall be safeguarded and handled at the level of Protected A.

**General:**

If space allotted in any porting is insufficient please use separate sheet using same format.

**1. Section A (Administrative Information) Authorized Department / Agency / Organizational Official**

The Official, based on instructions issued by the Departmental Security Officer, may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

**SUPPLEMENTAL INFORMATION REQUIREMENTS**

Persons who are presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the *Security Clearance Form (TBS/SCT 330-60)*, are required to submit an original *Personnel Screening, Consent and Authorized Form*, with the following parts completed:

Part A – As set forth in each question

Part B – As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA

Part C – Applicant's signature and date only are required

"Other". This should be used to identify if the security screening is for Site Access, NAT SIGINT etc.

**2. Section B (Biographical Information)**

To be completed by the **applicant**. If more space is required use a separate sheet of paper. Each sheet must be signed.

**Country of Birth – For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document for a copy of passport.**

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defense Act* are to be included as well as convictions by courts-martial are to be recorded.

**3. Section C (Consent and verification)**

A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints may be required) and credit checks are to be arranged through the Departmental Security Office or the delegated Officer.

The age of majority is:

19 years in N.F.L.D., N.S., N.B., B.C., Yukon, Northwest Territories and Nunavut;  
18 years in P.E.I., Que., Ont., Man., Sask. and Alta.

The applicant will provide initials in the "applicant's initial box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space.

- Reliability Screening (for all types of screening identified with Section A): complete numbers 1 and 2 and 3 if applicable.
- Security Clearance (for all types of screening identified with Section A): complete numbers 1 to 4 and 5 where applicable.
- Other: number 5 is used only where prior Treasury Board of Canada Secretariat approval has been obtained.

**4. Section D (Review)**

To be completed by authorized Departmental / Agency / Organizational Official who is responsible for ensuring the completion of sections A to C as requested.

**5. Section E (Approval)**

**Authorized Departmental / Agency / Organizational Security Official** refers to the individuals as determined by departments, agencies and organizations that my verify reliability information and/or approve/not approve reliability status and/or security clearance. Approve Reliability Status and Level I, II and III, as well as the signature of the authorized security official or manager are added for Government of Canada use only. Applicants are to be briefed, acknowledge, and be provided with a copy of the "Security Certificate and Briefing Form (TBS/SCT 330-47)". **Note:** Private sector organizations do not have the authority to approve any level of security screening.

**Photographs:** Departments / Agencies / Organizations are responsible for ensuring that three colour photographs of passport size are attached to the form for the investigating agency. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35 mm. The photographs must be signed by the applicant and an authorized security official. The photographs must have been taken within the last six months. It is required for new or upgrade Level III security clearances for identification of the applicant during the security screening investigation by the investigating agency. The investigating agency may in specific incidents request a photograph for a Level I or II clearances when an investigation is required.

New supplier / Nouveau fournisseur       Update / Mise à jour

Supplier No. / N° du fournisseur
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**ANNEX F : SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM  
ANNEXE F : FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

For NCC use only / À l'usage de la CCN seulement

**PART 'A' - IDENTIFICATION / PARTIE 'A' - IDENTIFICATION**

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)		
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP			
			<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.			<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
Address / Adresse	Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :	
Postal code / Code postal	( )	( )	

**PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR**
**IMPORTANT : CHOOSE ONLY ONE OF THE FOLLOWING/CHOISIR SEULEMENT UNE DES OPTIONS SUIVANTES:**

(1) Sole proprietor / Propriétaire unique	<input type="checkbox"/>	If sole proprietor, provide: / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes	<input type="checkbox"/>	(3) Corporation / Société	<input type="checkbox"/>		
Business No. (BN) / N° de l'entreprise (NE) -	<b>OR / OU</b>	SIN / NAS -			
GST/HST / TPS et TVH	QST / TVQ (Québec)				
Number / Numéro : Not registered / non inscrit <input type="checkbox"/>	Number / Numéro : Not registered / non inscrit <input type="checkbox"/>				
Type of contract / Genre de contrat	Contract for services only / Contrat de services seulement <input type="checkbox"/>				
	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>		Contract for goods only / Contrat de biens seulement <input type="checkbox"/>		
Type of goods and/or services offered / Genre de biens et / ou services rendus :					

**PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' - RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE**
**Please send a void cheque or bank letter with this form / Veuillez s.v.p. envoyer un spécimen de chèque ou lettre de banque avec ce formulaire**

Branch Number / N° de la succursale	Institution No. / N° de l'institution :	Account No. / N° de compte :
Institution name / Nom de l'institution :		Address / Adresse :

**PART 'D' - DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' - AVIS DE PAIEMENT PAR DÉPÔT DIRECT**

E-mail address / Adresse courriel :
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**PART 'E' - EMAIL ADDRESS TO SEND CONTRACTS / PARTIE 'E' - ADRESSE COURRIEL POUR ENVOYER LES CONTRATS**

E-mail address / Adresse courriel :
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**PART 'F' - CERTIFICATION / PARTIE 'F' - CERTIFICATION**

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ( )			

**IMPORTANT**

Please fill in and return to the National Capital Commission with a bank letter or one of your business cheques, unsigned, and marked « VOID » (for verification purposes).	Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec une lettre de banque ou un spécimen de chèque de votre entreprise, non signé, et portant la mention « ANNULÉ » (à des fins de vérification).
Mail or email to: contracts@ncc-ccn.ca Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007	Poster ou transmettre par courriel à : contracts@ncc-ccn.ca Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

**SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM**

**FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

**Supplier Tax Information**

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable Supervisor  
(613) 239-5678 ext. 5156 or [sylvie.monette@ncc-ccn.ca](mailto:sylvie.monette@ncc-ccn.ca)

**Direct deposit payment information**

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

**The advantages of direct deposit payment**

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

**Renseignements sur les fournisseurs aux fins de l'impôt**

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Superviseure aux comptes payable  
(613) 239-5678 poste 5156 ou [sylvie.monette@ncc-ccn.ca](mailto:sylvie.monette@ncc-ccn.ca)

**Renseignements sur le paiement par dépôt direct**

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

**Avantages du paiement par dépôt direct**

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.