



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: ec.soumissions-bids.ec@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre <i>Human Resources, specifically in Assisting with Staffing Processes in the northern Territories (Whitehorse, Yellowknife and Iqaluit Areas)</i></p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP <i>5000056868</i></p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) <i>2021.07.23</i></p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à <i>2:00 P.M.</i> on – le <i>2021.08.11</i></p>	<p>Time Zone – Fuseau horaire <i>Pacific Daylight Time</i></p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à <i>Angelina Garcia</i> <i>Contracting Authority</i> <i>Email: Angelina.Garcia@ec.gc.ca</i></p>	
	<p>Telephone No. – N° de téléphone <i>778-726-1680</i></p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) <i>Date of contract award to 2022.03.31</i></p>	
	<p>Destination - of Services / Destination des services <i>Northwest Territories</i></p>	
	<p>Security / Sécurité <i>There is a security requirement associated with this solicitation.</i></p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur <i>Name</i> <i>Address</i></p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>	



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TITLE: HUMAN RESOURCES, SPECIFICALLY IN ASSISTING WITH STAFFING PROCESSES IN THE NORTHERN TERRITORIES (WHITEHORSE, YELLOWKNIFE AND IQALUIT AREAS)

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Other Requirements includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Financial Bid Presentation Sheet, and the Mandatory Technical Criteria And Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment and the Security Requirements Checklist

2. Summary

- 2.1 Environment and Climate Change Canada (ECCC) has a requirement for services as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from date of contract award to March 31, 2022.

The Canadian Wildlife Service of ECCC requires a contractor with expertise and resources to conduct HR staffing processes in the northern territories (Yukon, Northwest Territories, Nunavut), with experience that includes indigenous hiring initiatives within land claim contexts of the territories. Because of the remote locations, the contractor should know about isolated post allowances and Crown housing available for some positions.

The competition process is for anticipatory staffing inventories for various job classifications/levels, namely: AS (administrative services), PM (program administration), EC (economics and social science services), EG (engineering and scientific support), BI (biological sciences), and PC (physical sciences).

- 2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).
- 2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003 (2020-05-28).



- 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 2.5 This procurement is subject to the following Comprehensive Land Claims Agreement(s) (CLCAs):
- Tlicho Land Claims Agreement
 - Ta'an Kwach'an Council Final Agreement
 - Kwanlin Dun First Nation Agreement
 - Nunavut Land Claims Agreement
- 2.7 Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

3. Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

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

Delete: In its entirety

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

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

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

Delete: In its entirety

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

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

Delete: In their entirety

Insert: “Deleted”

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

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

Insert: “Deleted”

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

Delete: In its entirety

Insert: “Deleted”

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

Delete: “sixty (60) days”

Insert: “one hundred and twenty (120) days”



2. Submission of Bids

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

3. Former Public Servant – Competitive Bid

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:



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

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

4. Enquiries - Bid Solicitation

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

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

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Northwest Territories.

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

Note for electronic submission of bids:

In order to be considered, bids must be received no later than 1400h (2 p.m.) (Pacific Daylight Time) on the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: ec.soumissions-bids.ec@ec.gc.ca
Attention: Angelina Garcia
Solicitation Number: 5000056868

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

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

Bids sent by fax will not be accepted.

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



Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3** Bidders must submit their rates, FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.4 Price Breakdown

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

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.

The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) Work described in Part 7, Resulting Contract of the bid solicitation required to be performed within the Northwest Territories, specifically Yellowknife;
- (ii) travel between the successful bidder's place of business and the office of the Technical Authority, if applicable; and
- (iii) relocation of resources.

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis



of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.5 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



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

- 1.0 The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid.
- 2.0 The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

	Period	All-inclusive fixed Per Diem Rate 7.5-hour days	Volumetric Data (estimated)	Total
		A	B	C = A x B
1	Initial Contract Period - Contract Award to March 31, 2022			
1a	Senior Resource	\$	20 days	\$
1b	Junior Resource	\$	120 days	\$
Total 1 – Initial Contract Period				
2	Option Period 1 - April 1, 2022 to March 31, 2023			
2a	Senior Resource	\$	20 days	\$
2b	Junior Resource	\$	120 days	\$
Total 2 – Option Period 1				
3	Evaluated Price = Total 1 + Total 2 (Applicable Taxes excluded)			\$
4	Applicable Taxes Insert the amount, as applicable:		GST: HST:	\$

Definition of a Day/Proration

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

(Hours worked x applicable firm per diem rate) ÷ 7.5 hours.

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, IBC commitment and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

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

Item	Criterion	Page #	Met	Not Met
MF1	The maximum budget allocated for this project must not exceed: \$80,000.00 for the Initial Contract Period – Date of contract award to March 31, 2022. \$80,000.00 for Option Period One – April 1, 2022 to March 31, 2023 applicable taxes extra, including, labour, associated costs and subcontractors. Bids valued in excess of this amount will be considered non-responsive. This disclosure of project funds does not commit the Department to pay such an amount.			

1.2.2 Evaluation of Price

- (a) The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.
- (b) The volumetric data included in the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.”
- (c) For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

2. Basis of Selection

The selection will be based on the highest responsive combined rating of technical merit, Inuit Benefit Criteria (IBC) commitment, and price. The ratio will be 70% for technical merit, 10% for the IBC, and 20% for the price within the budget range.

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation and financial criteria; and
 - c. obtain the required minimum of 140 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 195 points.



2. Bids not meeting (a) or (b) or (c) will be declared non responsive.. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

3. Evaluation Scoring

- a. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- b. The total number of points obtained/maximum number of points available multiplied by the percentage ratio per each of the four criterion, for a maximum total of 10% for IBC commitment score.
- c. To establish the pricing score, the overall pricing score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 20%.
- d. For each responsive bid, the technical merit score, the IBC commitment score, and the pricing score will be added to determine its combined rating.
- e. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit, IBC commitment, and price will be recommended for award of a contract.
- f. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/10/20 ratio of technical merit, IBC commitment, and price, respectively.

4. Basis of Selection

Highest Combined Rating of Technical Merit (70%), IBC Commitment (10%), and Price within budget range (20%)

		Bidder 1	Bidder 2	Bidder 3
Technical Score		95/100	70/100	75/100
IBC Commitment Score		5/25	10/25	12/25
Total Price		65,000	80,000	75,000
Calculations: Technical & Price	Technical Merit Score	$95/100 \times 70 = 66.5$	$70/100 \times 70 = 49.0$	$75/100 \times 70 = 52.5$
	Pricing Score	$65/65 \times 20 = 20.0$	$65/80 \times 20 = 16.2$	$65/75 \times 20 = 17.3$
Calculations: IBC Commitment	Indigenous Benefit Score	$5/25 \times 10 = 2.0$	$10/25 \times 10 = 4.0$	$12/25 \times 10 = 4.8$
Combined Rating		88.5	69.2	74.6
Overall Rating		1st	3rd	2nd

Bidder receiving the highest Total Combined Rating Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the highest technical score.



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

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory Criteria	Met	Not Met
<p>The Bidder must propose one (1) senior and one (1) junior resource, the following flex grid will be used to determine that the proposed resource is qualified at the senior or junior level.</p> <p>Levels of Expertise Senior: Minimum 95 pts Junior: Minimum 50 pts</p> <p>Relevant Education to the Consultant Category University (PhD, Graduate, Undergraduate, degree): 35 pts College or CEGEP Diploma/Certificate: 25 pts High School Diploma: 20 pts</p> <p>Professional Certification Relevant Professional Certification: 15 pts</p> <p>Relevant Experience in Consultant Category ≥1 yrs and <2 yrs: 12-23 months - 10 pts ≥2 yrs and <4 yrs: 24-47 months - 20 pts ≥4 yrs and <6 yrs: 48-71 months - 30 pts ≥6 yrs and <8 yrs: 72-95 months - 40 pts ≥8 yrs and <10 yrs: 96-119 months - 50 pts ≥10 yrs: 120 + months - 60 pts</p>		
<p>The Bidder’s proposed senior and junior HR consultant staff must meet GOC Reliability security clearance. Proof of reliability confirmation must be submitted with the bid.</p>		
<p>A. Experience: Senior Consultant</p>		
<p>A.1 Appointment Framework Knowledge Test: The Bidder must demonstrate that the proposed senior resource has completed and provide proof or certification of successfully passing the Appointment Framework Knowledge Test (AFKT) from the Public Service Commission.</p>		
<p>A.2 Staffing Processes: -The Bidder must demonstrate that the proposed senior resource has experience running a minimum of two (2) staffing processes within the last two (2) years.</p>		
<p>A.3 Staffing Processes: The Bidder must demonstrate that the proposed senior resource has detailed knowledge of the Government of Canada’s HR staffing policies, processes and regulations, as well as experience in their application. This must be demonstrated by providing examples of at least two (2) government staffing actions completed in 12 weeks or less (measured by the time from the close of the poster to the submission of final documentation to Human Resources) that received more than 50 applicants as a minimum in which the resource managed the process from start to finish and was the process authority or lead.</p>		
<p>A.4 Experience: (a) The CV of the proposed senior resource must demonstrate a minimum of cumulative 36 months within the last five (5) years of experience, completing HR services in the federal government which involved developing and/or reviewing Human Resources processes and strategies. (b) The proposed senior resource must have completed 2 or more staffing processes involving indigenous hiring initiatives either for federal or provincial or territorial government clients.</p>		



B. Experience: Junior Consultant		
B.1 Appointment Framework Knowledge Test: The Bidder must demonstrate that the proposed junior resource has completed and provide proof or certification of successfully passing the Appointment Framework Knowledge Test (AFKT) from the Public Service Commission.		
B.2 Staffing Processes: The Bidder must demonstrate that the proposed junior resource has experience running a minimum of two (2) staffing processes within the last two (2) years.		
B.3 Experience: The CV of the proposed junior resource must demonstrate a minimum of 12 months within the three (3) years of experience, assisting and completing HR services in the federal government.		

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

	Rated Technical Criteria	Scoring Points
RT1	The Bidder's demonstrated experience running staffing processes within government (federal, agencies, crown corporations, provincial, or municipal) within twelve (12) week timeframe. As a minimum, Bidders should include the following information: <ul style="list-style-type: none"> - The process name - The client organization - The process dates and duration - A brief process description - Project Authority contact details (<i>if not confidential</i>) 	2 processes = 10pts 3-4 processes = 30pts 5+ processes = 50pts
RT2	The Bidder's demonstrated experience running staffing processes for positions based in Canada's territories: the bidder should provide concrete examples of a) processes it has run that were primarily to staff positions in the Territories. Bidder should provide examples of how the process was tailored for staffing in a northern context.	2 processes- 10 points 3-4 processes- 30 points More than 4 processes- 50 points
RT3	Using project descriptions, the Bidder should demonstrate corporate experience with and involvement in staffing actions, related to the following job categories: AS, PC, BI, EG, PM and EC.	Number of different categories: 5 or more categories: 20 points 3-4 categories: 15 points 1-2 categories: 10 points None of the categories: 0
RT4	The Bidder's proposed resources should be proficient in both official languages and possess the ability to review and assess CVs submitted in either official language. The Bidder should demonstrate by describing the French language proficiency I to support the staffing action of each resource in their CVs. Proficient is defined as follows: A person speaking at this level can: <ul style="list-style-type: none"> - sustain a conversation on concrete topics; report on actions taken - give straightforward instructions to employees - provide factual descriptions and explanations A person reading at this level can: <ul style="list-style-type: none"> - grasp the main idea of most work-related texts - identify specific details - distinguish main from subsidiary ideas A person writing at this level can: <ul style="list-style-type: none"> - deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary 	Both resources are bilingual – 20 points One resource is bilingual – 10 points English only resources – 0 points



RT5	Using project descriptions, the bidder's proposed resource team should demonstrate experience with and involvement in leading staffing indigenous hiring initiatives, highlighting initiatives within the land claim contexts of the territories: Nunavut, NWT and Yukon	<p>Indigenous hiring initiatives: 6 or more: 20 points 4-5 projects: 15 points 2-3 projects: 10 points 1 project: 5 points</p> <p>Territorial based initiatives With experience: 15 points Without experience: 0 points</p>
RT6	The proposed resource team should demonstrate detailed knowledge of the Government of Canada HR staffing policies, processes and regulations, as well as experience in their application. This should be demonstrated by providing examples of government staffing actions that received more than 50 applicants in which the resource managed the process from start to finish.	<p>6 or more processes: 20 points 4-5 processes: 15 points 2-3 processes: 10 points</p>
	Total (maximum points)	195

Bids which fail to obtain the required minimum number of points 140, specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.



**ATTACHMENT 2 TO PART 4,
INDIGENOUS BENEFITS CRITERIA**

The Bidder should demonstrate in their bid a commitment to socio-economic benefits related to Indigenous Communities and Individuals. For this solicitation Indigenous is defined as First Nations, and/or Métis, and/or Inuit.

	Point-rated Evaluation Criteria	Points	Score
P1	<p>Indigenous Benefits Criteria – Indigenous Employees</p> <p>The Bidder should provide the number of self-declared Indigenous employees in the bidder’s organization in their bid submission. There is an expectation that the number of Indigenous personnel employed with the bidder’s organization, as submitted in the bid proposal, will continue over the course of the contract.</p> <p>a. The Bidder’s plan includes full time employment of one or more Indigenous personnel within the bidder’s organization. (10 points)</p> <p>b. The Bidder’s plan includes part time employment of one or more Indigenous personnel within the bidder’s organization. (5 points)</p>	<p>Maximum Points: 15</p> <p>Minimum Points: 0</p>	
P2	<p>Indigenous Benefits Criteria – Indigenous Training</p> <p>The Bidder should include in their bid submission a plan for employer-led knowledge transfer or training of Indigenous individuals</p> <p>a. The Bidder’s plan includes a description of how knowledge transfer or training of Indigenous individuals or Indigenous community groups will be conducted, including timelines. To be awarded points, knowledge transfer or training must be led by the employer. Training offered by Environment and Climate Change Canada will not be considered. (5 points)</p>	<p>Maximum Points: 5</p> <p>Minimum Points: 0</p>	
P3	<p>Indigenous Benefits Criteria – Social Programs</p> <p>The Bidder should include in their bid submission details for support of local Indigenous community social programs</p> <p>a. The Bidder’s plan includes a description of how their organization will support local Indigenous community social programs, such as, but not limited to, contributions to after school programs to encourage people to enter science related fields, contributions to sustainable resource management or environmental protection programs, or community recreation facilities and programs. To be awarded points, the description must include details and timelines of contributions. (5 points)</p>	<p>Maximum Points: 5</p> <p>Minimum Points: 0</p>	
	Total Score (max. 25 points)		



PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required with the Bid

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 (2020-05-28). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Name/Signature: _____
Date: _____

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Name/Signature: _____
Date: _____

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Status and Availability of Resources (A3005T)

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a



substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

Name/Signature: _____
Date: _____

2.2 Education and Experience (A3010T)

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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

Name/Signature: _____
Date: _____



PART 6 – SECURITY AND OTHER REQUIREMENTS

1. Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (iv) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 6 - Resulting contract;
- (b) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



PART 7 - RESULTING CONTRACT

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

Title: HUMAN RESOURCES, SPECIFICALLY IN ASSISTING WITH STAFFING PROCESSES IN THE NORTHERN TERRITORIES (WHITEHORSE, YELLOWKNIFE AND IQALUIT AREAS)

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2010B (2014-09-25), General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers" Liability

Delete: In its entirety.

Insert: "Deleted"

Insert Subsection: "35 Liability"

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

At Section 19 Copyright

Delete: In its entirety

Insert:

1. In this section:
"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.
"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;
"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting



- Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
 5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

At Section 06 Subcontracts

Delete: paragraphs 1, 2, and 3 in their entirety.

Insert: "The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor."

2.2 Supplemental General Conditions

There are no identified supplemental general conditions that apply to this contract.

2.3 Specific Person(s)

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

3. Security Requirement

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

1. The Contractor/Offeror **MUST** comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex
 - b. Contract Security Manual (CSM), Latest Edition¹
2. The Contractor/Offeror must use the ECCC provided IT system(s) for create, process and store **protected** information. The ECCC provided IT System(s) must be used at a location within Canada. Organizations must not use their own IT system in support of this contract to store/process/create protected or classified information; to do so will constitute a breach of one or more of the terms of this contract.
3. The Contractor's/Offeror's personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the **CSP/ISS/PSPC**
4. The Contractor/Offeror must report to ECCC any security incidents and changes in circumstances and behaviors² that may impact the ability of the Contractor/Offeror to maintain the confidentiality of ECCC provided protected information.
5. The Contractor/Offeror **MUST** ensure that their personnel have been briefed on their responsibilities for the handling and safeguarding protected and/or classified information and assets and comply with Chapter 6 and Annex C of the Contract Security Manual (Latest Edition).

¹ CSM: <https://www.tpsgc-pwgsc.gc.ca/esc-src/msc-csm/index-eng.html>

² Reporting incidents: <https://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safeguarding/signalement-reporting-eng.html>



4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of the date of contract award to March 31, 2022.

4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is: to be named at contract award.

Name	
Title	
Organization	Environment and Climate Change Canada
Address	
Telephone	
Facsimile	
Email address	

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Technical Authority

The Technical Authority for the Contract is: to be named at contract award.

Name	
Title	
Organization	Environment and Climate Change Canada
Address	
Telephone	
Facsimile	
Email address	

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

5.3 Contractor's Representative

The Contractor's representative is to be named after contract award.



Name	
Title	
Organization	
Address	
Telephone	
Facsimile	
Email address	

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

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

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

7.2 Limitation of Expenditure

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

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

8. Invoicing Instructions

8.1 Monthly Payments

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



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

9. Certifications

9.1 Compliance (A3015C)

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

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Northwest Territories.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010B General Conditions - Professional Services (Medium Complexity) (2014-09-25), as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____, (*insert date of bid - if the bid was clarified or amended, insert at the time of contract award, as clarified on _____ or as amended on _____ and insert date(s) of clarification(s) or amendment(s).*)

12. Insurance G1005C (2016-01-28)

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



**ANNEX A
STATEMENT OF WORK**

**HUMAN RESOURCES, SPECIFICALLY IN ASSISTING WITH STAFFING PROCESSES
IN THE NORTHERN TERRITORIES (WHITEHORSE, YELLOWKNIFE AND IQALUIT AREAS)**

1.0 Background

There is a need to create five anticipatory staffing inventories (i) to meet our ongoing and anticipated staffing needs, and (ii) to increase the number of indigenous employees in our region. The inventories will remain open, and we require the services of a Contractor to continually qualify candidates into the inventories, and assist with the interview and testing once we identify a need.

1.1. Objective

To engage the services of a Contractor with the education, experience, knowledge, expertise in HR staffing processes within the Northern Territories.

The staffing processes for positions based in the Territories are challenging. There is difficulty attracting good candidates because of the remote and isolated locations. The Contractor must be able to explain to potential resource(s) anticipated isolated post allowances and Crown housing consideration for some positions. Note also that Territorial governments can applied in federal staffing processes in the Northern Territories (YT, NT, NU).

1.2 Terminology

- HR - Human Resources
- YT – Yukon Territory
- NT – Northwest Territory
- NU – Nunavut
- AS – Administrative Services
- PM – Program Administration
- EC – Economics and Social Science Services
- EG – Engineering and Scientific Support
- BI – Biological Sciences
- PC – Physical Sciences
- SOMC - Statement of Merit Criteria

1.3 Reference Document

Environment and Climate Change Canada’s Staffing Guidebook

2.0 Scope:

Anticipatory staffing inventories are as follows:

* Note: In order to qualify for Indigenous Inventory, candidates required to show proof of beneficiary/FN/Metis/Inuit status.

Inventory	Classifications	Type of process anticipated	Location(s) of position	First possible start date	Term end date (if applicable)
Northern Indigenous Inventory*	AS (01-04) PM (03,04,05) EC (04,05,06) PC (02,03,04) BI (02,03) EG (01,02,03,04,05)	Candidates would pre-qualify up to the interview stage. (ex. resume and set of questions.	Whitehorse, YT; Yellowknife NT, or Iqaluit NU	April/May 2021	Mix



Northern Inventory	BI-02 BI-03	Same as above	Whitehorse, YT; Yellowknife NT, or Iqaluit NU	June 2021	Mix
Northern Inventory	PM-03 PM-04 PM-05	Same as above	Whitehorse, YT; Yellowknife NT, or Iqaluit NU	April 2021	Mix
Northern Inventory	PC-02 PC-03 PC-04	Same as above	Whitehorse, YT; Yellowknife NT, or Iqaluit NU	April 2021	Mix
Northern Inventory	EG-04 EG-05	Same as above	Whitehorse, YT; Yellowknife NT, or Iqaluit NU	April 2021	Mix

3.0 Tasks:

The following services will be needed for these processes (depending on type of process):

- 1.1 Meet with the Technical Authority and relevant staff from ECCC Human Resources Branch.** This may occur via teleconference or Webex. Purpose is to discuss the hiring processes and timelines for these processes, and to draw up a mutually-acceptable schedule of milestones.
- 1.2 Process Preparation.** Contractor will be expected to use existing SOMCs to develop competition posters; complete master rating guides for the processes; and coordinate approval of hiring process documents with the Technical Authority and with ECCC Human Resources Branch staff.
- 1.3 Development of interview materials.** This includes development of test material; interview guides; reference check guides; and any further material required for evaluation of candidates.
- 1.4 Manage interview processes,** including screening of resumes, coordination and execution of tests, marking tests, creating candidate lists for interview processes, collating/summarizing interview results, completing reference checks, and completing informal discussions (if required).
- 1.5 Ensuring appropriate documentation of staffing processes.** Documentation must be executed in a format acceptable) to the Technical Authority and ECCC Human Resources Branch standards (see pages 36-37 of the ECCC Staffing Guidebook).
- 1.6 Throughout 1 to 5 above, ensuring regular communication** (via teleconference or Webex) with the Technical Authority; offering strategic and/or tactical advice as the processes advance; and ensuring that ECCC HRB standards and requirements are met at each stage of the process (see ECCC Staffing Guidebook).

4.0 Deliverables:

The Contractor’s services are required on as ‘as and when’ basis, as it is not yet entirely clear when the processes will be initiated (though certainly within FY 2021/22).

- 4.1 Drafts of all documents produced under Tasks 3.2 and 3.3 must be submitted to the Technical Authority with time allowed for required changes and edits, prior to anticipated start date of process step.
- 4.2 At the end of step 3.4, a collated package of test, interview and references results, organized by applicant name, must be submitted to the Technical Authority for each process that is completed.
- 4.3 At the end of Step 3.5, a collated package of all documents, including completed tests, interview forms, etc. must be submitted to the Technical Authority, along with a narrative summary of the process.



5.0 Government Supplied Materiel

The Crown will provide a staffing process documentation called the Environment Canada's Staffing Guidebook upon request.

The Technical Authority will schedule interviews, perform interviews, complete internal staffing documentation (e.g. HR Request forms). The Technical Authority will also be responsible for coordination of language testing (if required), document translation (if required), and escalated information discussions (if required).

The Technical Authority will provide space for applicants to complete written tests and oral interviews.

6.0 Official Languages

English is the preferred language of communication and reporting related to this contract.

7.0 Work Location:

The work deliverables shall be submitted to the Technical Authority at location below:

Environment and Climate Change Canada
3/F Nova Plaza
5019 52ND Street
P.O. Box 2310
Yellowknife, NT X1A 2P7

8.0 Travel:

Travel is not required to perform the Work.

10.0 Sustainable Procurement Considerations

The Contractor should make an effort to ensure that their operations and performance of the Work align with the Treasury Board [Policy on Green Procurement](#) and [Greening Government Strategy](#). Procurement documents will specify the green procurement criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards.

11.0 Accessibility Considerations

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the [Accessible Canada Act](#), its associated regulations and standards, and Treasury Board Contracting Policy. Procurement documents will specify the accessibility criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards.



**ANNEX B
BASIS OF PAYMENT**

(In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work in accordance with the rates outlined in the Contractor’s Financial Proposal dated _____, 2021 as follows:

A. Professional Fees

	Period	All-inclusive fixed Per Diem Rate 7.5-hour days	Volumetric Data (estimated)	Total
		A	B	C = A x B
1	Initial Contract Period - Contract Award to March 31, 2022			
1a	Senior Resource	\$	20 days	\$
1b	Junior Resource	\$	120 days	\$
Total 1 – Initial Contract Period				
2	Option Period 1 - April 1, 2022 to March 31, 2023			
2a	Senior Resource	\$	20 days	\$
2b	Junior Resource	\$	120 days	\$
Total 2 – Option Period 1				
3	Evaluated Price = Total 1 + Total 2 (Applicable Taxes excluded)			\$
4	Applicable Taxes Insert the amount, as applicable:		GST: HST:	\$

B. Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the work.



**ANNEX C
SECURITY REQUIREMENTS CHECK LIST**

Government of Canada / Gouvernement du Canada

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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Environment and Climate Change Canada	2. Branch or Directorate / Direction générale ou Direction Canadian Wildlife Service
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Developing five staffing inventories for CWS northern region; including initial screenings, and subsequent interviews, reference checks, etc.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



11



Contract Number / Numéro du contrat [Redacted]
Security Classification / Classification de sécurité [Redacted]

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

Special comments: / Commentaires spéciaux : [Redacted]

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



Contract Number / Numéro du contrat [Redacted]
Security Classification / Classification de sécurité [Redacted]

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Lindsay Armer	Title - Titre Manager - Protected Areas and Regulation	Signature Armer, Lindsay	Digitally signed by Armer, Lindsay Date: 2020.12.03 13:21:59 -07'00'
Telephone No. - N° de téléphone 867-860-4701	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lindsay.armer@canada.ca	Date 12-03-2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lori Nelson	Title - Titre Security Officer	Signature Nelson, Lori	Digitally signed by Nelson, Lori Date: 2021.07.09 15:12:01 -06'00'
Telephone No. - N° de téléphone 780 951 8895	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lori.nelson@ec.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date