



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: ec.soumissions-bids.ec@canada.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUMISSION 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 PLASTIC WASTE MANAGEMENT IN THE CONSTRUCTION, RENOVATION, AND DEMOLITION INDUSTRY IN CANADA</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000060431</p>	
	<p>Date of Bid solicitation – Date de la demande de soumissions September 10, 2021</p>	
	<p>Bid Solicitation Closes - La demande de soumissions prend fin</p>	<p>Time Zone – Fuseau horaire</p>
	<p>at – à 2:00 P.M. on – le September 30, 2021</p>	<p>Eastern Daylight Time</p>
	<p>F.O.B – F.A.B Destination.</p>	
	<p>Address Enquiries to - Adresser toutes questions à Annie Emard Annie.emard@canada.ca</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required – Livraison exigée See Statement of Work herein.</p>	
	<p>Destination of Services / Destination des services See Statement of Work herein.</p>	
<p>Security / Sécurité There is a security requirement associated with this requirement.</p>		
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>	



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TITLE: PLASTIC WASTE MANAGEMENT IN THE CONSTRUCTION, RENOVATION, AND DEMOLITION INDUSTRY IN CANADA

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 Attachment includes the Financial Bid Presentation Sheet.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Supplier list of names, Former Public Servant – Competitive Bid Form.

2. Summary

2.1 Environment and Climate Change Canada has a requirement to obtain information on the construction, renovation, and demolition (CRD) industry in Canada in relation to the successes, barriers, and futures of existing voluntary plastic recycling programs and plastic recyclability of construction, renovation and demolition waste, as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to March 31, 2022.

2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security 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.
- 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.

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 will be in writing.



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"

1.1 PWGSC SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

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 province of Ontario.

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

6. Basis for Canada's Ownership of Intellectual Property

Environment and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid

(1 electronic copy in PDF format by email to ec.soumissions-bids.ec@canada.ca)

Section II: Financial Bid

(1 electronic copy in PDF format by email to ec.soumissions-bids.ec@canada.ca)

Section III: Certifications

(1 electronic copy in PDF format by email to ec.soumissions-bids.ec@canada.ca)

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

Note for electronic submission of bids:

In order to be considered, bids must be received no later than 2:00 P.M. (Eastern 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@canada.ca

Attention: Annie Emard

Solicitation Number: 5000060431

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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

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

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet 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 in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3 Bidders must submit their prices and 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.
- (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**

The Bidder must complete the Financial Bid Presentation Sheet and include it in its financial bid. Prices must appear only in the financial submission and nowhere else in the submission.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Goods and Services Tax (GST) or Harmonized Sales Tax (HST) amounts must appear separately, if applicable.

Price Breakdown of the Financial Bid Presentation Sheet

The Bidder must provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

Item	Deliverable	Due Date	Unit price per deliverables
1	Project Initiation	Within 5 working days of the Contract Award Date (CAD)	a) \$ _____
2	Detailed Methodology and Work Plan	3 weeks after the CAD	
3	Interim Report	13 weeks after the CAD	b) \$ _____
4	Task 1 Database	19 weeks after the CAD	
5	Draft Report	22 weeks after the CAD	c) \$ _____
6	Final Report and Presentation	24 weeks after the CAD	
Total Cost excluding taxes(a+b+c)			\$ _____

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:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours.}$$

- 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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical evaluation

Unless expressly stated otherwise, the experience described in the bid must be that of the bidder itself (with the experience of any company that has trained the bidder by way of merger, but without the experience gained from purchasing assets or awarding contracts). The experience of the companies related to the tenderer (parent company, subsidiary or sister), subcontractors and suppliers is not taken into consideration.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

2. Basis of Selection

Highest combination of technical merit (65%) and Price (35%)

The selection will be based on the highest responsive combined rating of technical merit and Price. The ratio will be 65% for the technical merit and 35% for the price.

- (a) To be declared responsive, a bid must:
 - (i) comply with all the requirements of the bid solicitation;
 - (ii) meet all mandatory criteria;
 - (iii) meet mandatory financial criteria;and
 - (iv) obtain the following required minimum points in the technical evaluation criteria:
(an overall minimum score of 56 points or higher out of 80)
- (b) Bids not meeting (i) or (ii) or (iii) or (iv) will be declared non-responsive.
- (c) The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 65% for the technical merit and 35% for the price.
- (d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained will be divided by maximum number of points available multiplied by the ratio of 65%.



- (e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 35%.
- (f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- (g) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The sum of the technical and financial scores is used to determine the final score. The contract will be awarded to the firm obtaining the highest overall score. Where several bids are equal, the one with the highest technical rating will be selected.

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{100} \times 65\% = \text{XXX}$$

$$\text{Financial Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 35\% = \text{XXX}$$

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

Example of calculation

	Bidder 1	bidder 2	bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculation			
Technical Merit Score	115/135 x 65 = 55.37	89/135 x 65 = 42.85	92/135 x 65 = 44.30
Pricing Score	45/55 x 35 = 28.64	45/50 x 35 = 31.50	45/45 x 35 = 35.00
Combined Rating	84.01	74.35	79.30
Overall Rating	1 ^{er}	3 ^e	2 ^e



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

The proposal must describe in sufficient detail the skills and relevant experience of the proposed resources. Each proposal that meets the mandatory requirements will be evaluated and rated according to the criteria described below, and the weighting described in the table 2. All relevant information that would enable Environment and Climate Change Canada to properly rate the proposal against the criteria listed below must be included. Information not included in the proposal will not be considered.

Table 1: Mandatory Criteria

Item	Mandatory Requirement	Compliant (Yes/No)
M1	<p>The Contractor’s Project Manager must have:</p> <p>a) at least seven (7) years within the last ten (10) years of experience managing projects, including at least one (1) project of a similar scope and budget, and</p> <p>b) at least five (5) years within the last ten (10) years of experience working on projects related to socio-economic and environmental research, as described in the Statement of Work.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
M2	<p>The Contractor’s Project Manager must have a university degree in one of the following fields: Engineering, Environmental Sciences, or Economics. Proof of degree must be included in the proposal.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
M3	<p>The Contractor must assign at least two (2) Technical Leads, to lead the analysis for each task (1, 2, and 3). Each Technical Lead must have at least two (2) years within the last five (5) years of experience working on projects related to socio-economic and environmental research, as described in the Statement of Work.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
M4	<p>The Contractor must demonstrate that:</p> <p>At least one Project Team member is able to communicate with and review documentation from targeted stakeholders or industry representatives in both official languages (oral and written). The team member(s)’s ability must be clearly explained in the proposal, for example: explained in a team member’s resume under education or work experiences.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
M5	<p>At bid closing time, the Bidder must hold a security accreditation to the level of Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC). The Bidders’s Employees who will have access to protected information must also hold a valid security accreditation at the level of Reliability at the time of response to this RFP, granted or approved by the CISD/ PSPC.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No



A negative response to any of the mandatory requirements will result in the disqualification of the bid without any other consideration.

2.2 Point-Rated Technical Evaluation criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

within the technical evaluation based on the following grid. Bids that obtain less than 56 points will be considered non-responsive.

PR1. UNDERSTANDING OF PROJECT REQUIREMENTS	
Maximum score:	20 points
a. Does the Statement of Understanding indicate a clear understanding of the work?	(Max. 10)
The proposal does not contain an explanation of the Contractor's understanding of the work. Does not clearly demonstrate that the Contractor understands the requirements well enough to complete the project.	0
The proposal is adequately defined but missing minor elements. Demonstrates an acceptable understanding of the project objectives and needs.	5
The proposal is very well defined and comprehensive. Demonstrates a strong understanding of the project objectives and needs.	10
b. Is the Statement of Understanding clear, concise, well written and easy to understand?	(Max. 10)
The proposal is not concise and contains too much information that is not relevant to this request. Does not clearly demonstrate that the Contractor is able to synthesize the information requested.	0
The proposal is concise, but information could have been better synthesized and/or provided only essential information. Demonstrates an acceptable ability to develop a written document that is easy to understand.	5
The proposal is concise and the information is well synthesized. Demonstrates a strong ability to develop a written document that is easy to understand.	10
PR2. METHODOLOGY, WORK PLAN AND SCHEDULE	
Maximum score:	35 points



<p>a. Methodology</p>	<p>(Max. 10)</p>
<p>The methodology is weak and confusing and is not expected to meet the objectives. Potential challenges are not identified where appropriate or lack descriptions of how they will be addressed.</p>	<p>0</p>
<p>The methodology is clear, logical and meets expectations in achieving project objectives and fulfilling each activity under the Statement of Work. Potential challenges are identified where appropriate and descriptions of how they will be addressed are described.</p>	<p>5</p>
<p>The methodology is clear, logical, comprehensive and exceeds expectations in meeting project objectives and fulfilling each task under the Statement of Work. Potential challenges are identified where appropriate and accompanied by descriptions of how they will be addressed with realistic and innovative solutions that respect the available budget and timing for this work.</p>	<p>10</p>
<p>b. Work Plan and Schedule</p>	<p>(Max. 10)</p>
<p>The proposal is missing information related to the team members, milestones, timelines and deliverables for the requirements identified in the Statement of Work.</p>	<p>0</p>
<p>The proposal breaks down the time requirements for each member, but not per task. The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work.</p>	<p>3</p>
<p>The proposal clearly assigns tasks and timeframes to each team member. The proposal is missing information related to milestones, timelines and deliverables for some of the requirements identified in the Statement of Work.</p>	<p>6</p>
<p>The proposal clearly assigns tasks and required timeframes to each team member. It also clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work.</p>	<p>10</p>
<p>c. Methodological and analytical challenges and contingencies</p>	<p>(Max. 10)</p>
<p>Assessment of methodological and analytical challenges and/or proposed contingencies are weak and/or not considered to be reasonable. A plan has not been considered to mitigate risks posed by data gaps or other challenges.</p>	<p>0</p>
<p>Assessment of methodological and analytical challenges and proposed contingencies appears to be reasonable but is not well-defined. A plan has been considered to mitigate risks posed by data gaps and other challenges.</p>	<p>5</p>
<p>Assessment of methodological and analytical challenges and proposed contingencies is comprehensive, reasonable and well-defined. A clear plan has been considered to mitigate risks posed by data gaps or other challenges.</p>	<p>10</p>



<p>d. Proposed Quality Assurance / Quality Control approach and how it has been applied successfully in previous projects</p> <p>Proposed approach to ensure quality control throughout the project and/or how it has been applied successfully in previous projects is weak and/or not considered to be reasonable.</p> <p>Proposed approach to ensure quality control throughout the project and how it has been applied successfully in previous projects appears to be reasonable but is not well-defined.</p> <p>Proposed approach to ensure quality control throughout the project and how it has been applied successfully in previous projects is comprehensive, reasonable and well-defined.</p>	<p>(Max. 5)</p> <p>0</p> <p>3</p> <p>5</p>
<p>PR3. EXPERIENCE AND QUALIFICATIONS OF CONTRACTOR AND PROJECT TEAM MEMBERS</p> <p>Maximum score: 25 points</p>	
<p>a. The Contractor’s project team should have recent experience (in the last three years) in undertaking national inquiries and compilation of data, including economic and environmental analysis, primarily related to the construction, renovation, and demolition sector.</p> <p>Bidders must provide project summaries demonstrating this experience.</p> <p>Allocation of Points:</p> <p>2 Points per project for a maximum of 10 points total.</p> <p>Each project description must include the following:</p> <ul style="list-style-type: none"> (a) Name of the client organization (b) Start and end dates (month-year format) (c) Brief description of the work performed (d) Roles and responsibilities of each member of the team involved. 	<p>(Max. 10)</p>
<p>The Contractor’s project team should demonstrate its experience with analyzing socioeconomic and scientific data from various sources primarily related to the construction, renovation and demolition sector within the last 10 years.</p> <p>Bidders must provide project summaries demonstrating this experience.</p> <p>Allocation of Points:</p> <p>2 Points per project for a maximum of 10 points total.</p> <p>Each project description must include the following:</p> <ul style="list-style-type: none"> (a) Name of the client organization (b) Start and end dates (month-year format) 	<p>(Max. 10)</p>



(c) Brief description of the work performed (d) Roles and responsibilities of each member of the team involved.	
c. The Project Manager has a demonstrated capacity to effectively manage large teams (more than 5 people) to successfully undertake a significant volume of work under tight deadlines.	(Max. 5)
Project Manager has not demonstrated a capacity to manage large teams for undertaking a significant volume of work under tight deadlines.	0
Project Manager has limited experience (1-4 project(s)) and/or there is a limited description of this experience.	1
Project Manager has some experience (5-9 projects) and/or there is a basic description of this experience that demonstrates this capacity.	3
The Project Manager has extensive experience (more than 10 projects) and there is an extensive description of this experience that demonstrates this capacity.	5
Total maximum Score: 80 points Minimum overall passing mark: 56 points (70%)	

3. Financial Bid Evaluation

The maximum funding available for the contract resulting from the bid solicitation is **\$70,000.00/** per year in Canadian dollars, Applicable Taxes not included.

The bid must meet the mandatory financial criteria specified in the table inserted below. Any bid which fail to meet the mandatory financial criteria will be declared non-responsive. Disclosing the maximum funding available does not represent a commitment by Canada to pay this amount.

Item	Evaluation Criteria	Met	Not Met
MF1	The maximum budget allocated for this project must not exceed \$70,000.00, applicable taxes extra, including all 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 Environment and Climate Change to pay such an amount.		

Once the technical evaluation scores are established for all bids, the Financial Bid will be opened and evaluated by the Contracting Authority. The technical scores will not be changed once the financial bids are opened.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.



PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

2. Additional Certifications Required Precedent to Contract Award

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



2.1 Status and Availability of Resources

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

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

2.2 Education and Experience

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

2.3 Former Public Servant

PWGSC SACC Guide Clause A3026T (26-06-2014) Former Public Servant – Competitive Bid



PART 6 – SECURITY REQUIREMENT

1. The Contractor/Offeror **MUST**, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)** ^(CSM 3.2.1) issued by the Contract Security Program (CSP), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED B** information, assets or sensitive site(s) **MUST EACH** hold a valid personnel security screening at the level of **RELIABILITY STATUS** ^(CSM 4.2), granted or approved by the CSP, PSPC.
3. The Contractor/Offeror **MUST** have been granted a Document Safeguarding Capability (DSC) ^(CSM 3.2.2.b) at the level of **PROTECTED B** by the CSP, PSPC before they can possess or store protected information or assets at their facilities.
4. The Contractor/Offeror **MUST NOT** utilize Information Technology systems to electronically process, produce or store **PROTECTED** information until they have either: completed PSPC's CSP's Information Technology Security Inspection ^(CSM Annex D) and received written approval from PSPC's CSP ^(CSM 7.1) OR written approval has been issued by ECCC. After approval has been granted, these tasks may be performed at the level of **PROTECTED B**.
5. The Contractor/Offeror **MUST** ensure that the Information Technology systems used to electronically process, produce or store **PROTECTED** information on behalf of Environment and Climate Change Canada are:
 - a. Physically located in Canada
 - b. Physically and remotely accessible only by Contractor/Offeror/Subcontractor personnel with the required personnel security screening, training, and for purposes related to the execution of this contract.
6. The Contractor/Offeror **MUST** report to ECCC any security incidents and changes in circumstances and behaviors that may impact the ability of the Contractor/Offeror to maintain the confidentiality of ECCC provided protected information.
7. Subcontracts which contain security requirements **MUST NOT** be awarded without the prior written permission of CSP/PSPC or ECCC.
8. The Contractor/Offeror **MUST** comply with the provisions of the:
 - a. {choose}
 - b. Contract Security Manual (CSM, Latest Edition), located at www.tpsgc-PSPC.gc.ca/esc-src/msc-csm/index-eng.html.
 - c. CSP website: Security requirements for contracting with the Government of Canada, located at www.tpsgc-PSPC.gc.ca/esc-src



PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2010B (2020-05-28), General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers' Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

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



3. Security Requirements

3.1 Unless provided an exemption *in writing* by ECCC, the Contractor/Offeror MUST adhere to the following clauses:

9. The Contractor/Offeror MUST, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)** ^(CSM 3.2.1) issued by the Contract Security Program (CSP), Public Services and Procurement Canada (PSPC).
10. The Contractor/Offeror personnel requiring access to **PROTECTED B** information, assets or sensitive site(s) MUST EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS** ^(CSM 4.2), granted or approved by the CSP, PSPC.
11. The Contractor/Offeror MUST have been granted a Document Safeguarding Capability (DSC) ^(CSM 3.2.2.b) at the level of **PROTECTED B** by the CSP, PSPC before they can possess or store protected information or assets at their facilities.
12. The Contractor/Offeror MUST NOT utilize Information Technology systems to electronically process, produce or store **PROTECTED** information until they have either: completed PSPC's CSP's Information Technology Security Inspection ^(CSM Annex D) and received written approval from PSPC's CSP ^(CSM 7.1) OR written approval has been issued by ECCC. After approval has been granted, these tasks may be performed at the level of **PROTECTED B**.
13. The Contractor/Offeror MUST ensure that the Information Technology systems used to electronically process, produce or store **PROTECTED** information on behalf of Environment and Climate Change Canada are:
 - a. Physically located in Canada
 - b. Physically and remotely accessible only by Contractor/Offeror/Subcontractor personnel with the required personnel security screening, training, and for purposes related to the execution of this contract.
14. The Contractor/Offeror MUST report to ECCC any security incidents and changes in circumstances and behaviors that may impact the ability of the Contractor/Offeror to maintain the confidentiality of ECCC provided protected information.
15. Subcontracts which contain security requirements MUST NOT be awarded without the prior written permission of CSP/PSPC or ECCC.
16. The Contractor/Offeror MUST comply with the provisions of the:
 - a. {choose}
 - b. Contract Security Manual (CSM, Latest Edition), located at www.tpsgc-PSPC.gc.ca/esc-src/msc-csm/index-eng.html.
 - c. CSP website: Security requirements for contracting with the Government of Canada, located at www.tpsgc-PSPC.gc.ca/esc-src

4. Term of Contract

4.1 Period of the Contract

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:



Annie Emard

A/Team Manager – Procurement – Operations East, NCR
Environment and Climate Change Canada
200 Boulevard Sacré-Coeur, Gatineau
Email address: annie.emard@canada.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

(It will be inserted at contract award.)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ___ - ___ - _____
Facsimile: ___ - ___ - _____
E-mail address: _____

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

5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

(It will be inserted at contract award.)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ___ - ___ - _____
Facsimile: ___ - ___ - _____
E-mail 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 \$ _____ (*the amount will be inserted 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 \$ _____ (*the amount will be inserted at contract award*). 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.

7.3 Time Verification

C0711C (2008-05-12) Time Verification



8. Invoicing Instructions

8.1 Milestone Payments

8.1.1 Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex B of the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;

9. Certifications

9.1 Compliance

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

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario .

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010B General Conditions - Professional Services (Medium Complexity) (2020-05-28) as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Supplier list of names;
- (g) Annex E, Former Public Servant – Competitive Bid Form;
- (h) the Contractor's bid dated _____, as clarified on _____ or as amended on _____. (*Will be inserted at contract award.*)

12. Insurance



PWGSC SACC Manual clause G1005C (2016-01-28) Insurance

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

TITLE: PLASTIC WASTE MANAGEMENT IN THE CONSTRUCTION, RENOVATION, AND DEMOLITION INDUSTRY IN CANADA

Purpose

The purpose of this Contract is to obtain information on the construction, renovation, and demolition (CRD) industry in Canada in relation to the successes, barriers, and futures of existing voluntary plastic recycling programs and plastic recyclability of construction, renovation and demolition waste. This information will help fill data gaps in the CRD industry in Canada.

Background

Construction, renovation and demolition (CRD) wastes make up one of the largest solid waste streams in Canada. This waste comes at a significant cost: it is expensive to manage, poses risks to human health and the environment, and represents a missed opportunity to recover value from discarded materials. Consequently, there are strong social, economic and ecological imperatives to both reduce the rate of CRD waste generation and increase the quantities diverted from disposal.

Plastic has a variety of uses in the construction industry due to its strength and durability, despite being lightweight. This includes resins used in paints and coatings, adhesives, profile shapes (e.g., windows and doors) and pipes, flooring, roofing, insulation board and foam, plastics used as water resistant or vapour retarding membrane products, as roofing tiles, shingles or membranes, and other generic products used in construction. Thermoplastics are often used in flooring and window covering applications. Resins and adhesives produced by this industry are used in the creation of reconstituted wood and plywood, glulam timber products, polyvinyl chloride (PVC) pipes, flooring, insulation, roofing, windows and doors.

The commonly used thermoplastics in construction markets are polyvinyl chloride (PVC), polyethylene (PE), polystyrene (PS), acrylics such as poly methyl methacrylate (PMMA), polyamides (PA), polycarbonate (PC), polyisobutylene (PIB), and polyvinyl acetate (PVA). Commonly used thermosets include phenolic resins, urea resins, melamine resins, epoxy resins, unsaturated polyester resins, and polyurethanes.

Plastic from construction entering the waste stream and collected represented 173 kt in 2016. The portion recycled, 2 kt, or 1% of the total collected, was mainly treated through mechanical recycling. The majority of plastic from construction was disposed, either through landfilling or thermal recovery.

Objectives

The Objectives of this Contract are to:

1. Quantify and qualify the Canadian and international voluntary plastic recycling programs in the CRD industry, documenting their successes, barriers, and future outlooks.
2. Identify to what extent CRD companies divert plastic waste from the landfill through the use of on-site waste sorting and other means, and what products are currently being diverted.



3. Uncover ways of increasing the use of recycled plastic content in the CRD industry in Canada.

Stakeholder communications

The Contractor must conduct all verbal or written interactions with stakeholders/ industry representatives/ subject matter experts in the preferred official language of the person contacted. Furthermore, all documents used for the interactions (e.g. surveys, letters, etc.) must be translated and made available in both official languages.

The Contractor must keep a record of discussion following any communication with industry. These records must contain the industry contact information, the subject of discussion, the questions posed or raised during the discussions and any feedback received on the subject.

Data requirements

All the economic information must be presented in 2021 Canadian dollars. When monetary estimates are not available in Canadian dollars, foreign currency estimates must be converted to Canadian dollars and be accompanied by an explanation of the exchange rates used.

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

The Contractor must develop and execute a data-gathering methodology that they plan on using to obtain information outlined in the Tasks below. The Contractor could also examine product data available including, but not limited to, Canada Border Services Agency (CBSA) data on the quantities and values of specific products manufactured in and imported into Canada. The Contractor could also contact industry association representatives to fill in any data that were not available through other research.

For the purpose of this contract, the following studies and specifications will be provided as references:

- Dillon Consulting and Oakdene Hollins (2021): Waste Plastics Collection and Treatment Infrastructure in Canada: A Needs Analysis to 2030
- Deloitte (2019): Economic study of the Canadian plastic industry, markets and waste
- ECCC (2015): Characterization and management of construction, renovation and demolition waste in Canada – Foundation Document

ECCC has commissioned a study from Deloitte that provides the foundation for Statistics Canada work characterizing the flow of plastics through the Canadian economy. ECCC will share foundational data with the Contractor, and expects the Contractor to follow its established parameters and naming conventions as much as possible.



The following tasks are listed below and must be completed as indicated in the deliverables and timelines section.

Task 1: Compile a database of voluntary recycling programs in the construction, renovation and demolition industry

Many construction companies and manufacturers of construction materials have taken waste matters into their own hands and have developed programs to recycle plastics and use these programs in new construction projects. For example, Sika Sarnafil's "take back" recycling program allowed contractors to reclaim 460,000 square feet of waste. Sarnafil roofing membrane removed from building roofs and make this available for new membranes or other uses. Sarnafil's Roof Recycling Program boasts 80 million pounds of processed products using recycled material throughout the duration of its program.

The Contractor must compile a database of current and past (including those that were unsuccessful) voluntary plastic recycling programs in the CRD industry in Canada. The database must:

- Be broken down into programs located across Canada by province and those from other countries/regions.
- Describe the overview of each program, including but not limited to their company affiliation and type of activity (construction, renovation, demolition), purpose, objectives, and goals.
- Describe the waste type and characteristics (e.g. physical properties, chemical compositions) of the plastic products the program is recycling (e.g. roof shingles, pipes, etc.), including the type of plastic resin.
- Describe the typical steps the program carries out, starting from plastic waste acquisition, processing and recycling, manufacturing of the new recycled product, and application of the final end product.
- Describe the evaluation procedures they employ to confirm the applicability of using recycled plastics in manufacturing new products and building products.
- Indicate the size of the program, an estimate of the volume of plastic waste recovered or recycled, and its ability to expand and scale up.
- Indicate cost saving caused by using recycled plastics in their products.
- Indicate the overall successes, challenges, barriers to expansion, and future outlook of each program.

Task 2: Overview of plastic waste management during CRD activities in Canada

In the context of a circular economy, waste prevention starts with on-site practices, which will contribute to the diversion of waste from landfills. Improvements for on-site practices in construction, renovation and demolition projects may substantially contribute to waste reduction.

The Contractor must develop, in a written report, an overview on the actions and programs the CRD industry has taken towards plastic waste management generated on-site and off-site in construction, renovation, and demolition projects in Canada. The report must be broken down into the construction, renovation, and demolition sectors.

These actions or programs could be, but are not limited to, the sorting of plastic waste on-site, partnerships with CRD sorting and recycling facilities to divert plastics from landfills, company guidelines and best practices, and other such actions or programs.



The report must also include analysis on the current capabilities of Canadian CRD sorting and recycling facilities for plastic waste, which must include, but is not limited to, the analysis of the current collection and separation systems in place, the sorting and processing technologies these facilities use, and the barriers and solutions to improving the recyclability of plastics in CRD wastes from these facilities.

The overview should include a literature review and targeted interviews.

The Contractor must address these questions in the overview:

1. Who are the major stakeholders in the CRD industry, broken down by construction, renovation, and demolition stakeholders, industry association standard organizations and NGOs?
2. Are plastic waste management programs for a CRD project located in Canada widespread?
3. What is the recycled plastic used for?
4. What products are most commonly diverted for recycling in the CRD industry?
5. How do on-site or off-site procedures affect the process and properties of the final product, based on recycled plastic?
6. What are the typical barriers that CRD companies are facing that is preventing them from having a waste management program in place for on-site or off-site plastic waste collection and recycling?
7. What might be the solutions to these barriers, in order to increase uptake of recycling plastic waste from on-site activities in CRD projects in Canada?

The report must also include a minimum of three (3) case studies consisting of at least one (1) major construction, renovation, and demolition company each in Canada that are engaged in on-site waste recycling efforts (preferably in different provinces or regions). The case studies must include, but are not limited to:

1. A description of the company (e.g. economic data, type of CRD activity, size of the company, location, and other pertinent information).
2. A detailed description of the program's recycling operations, starting from the diversion of plastic waste to recycling from the on-site/off-site projects, processing and recycling, manufacturing of the new recycled products, and application of the final end products.
3. A detailed description of the program's logistics, and the amount of plastic waste recycled per year for each type of plastic.
4. The successes, challenges, and barriers to expansion for these actions and programs.
5. Suggestions and possible measures to overcome challenges and barriers encountered for their specific type of recycled plastic waste.

Task 3: Analysis on increasing the use of plastic recycled content in the construction, renovation and demolition industry

The Contractor must provide, in a written report, analysis and recommendations on ways to increase the use of plastic recycled content in the CRD industry. This analysis must be broken down into the construction, renovation, and demolition sectors. This report should include a literature review and targeted interviews. The report must also include:

1. An analysis on what the Canadian CRD industry can feasibly do in the present time or near future to incorporate more plastic recycled content on a voluntary basis.
2. Industry perspectives on opportunities and barriers to incorporating more plastic recycled content in the Canadian CRD industry. This must include, at minimum, the



perspectives of construction product manufacturers and recyclers serving this sector. Additional perspectives could be obtained from relevant organizations involved in building, renovations, demolition, industry associations and NGOs.

3. An analysis on what sections of the building plastic recycled content is already or can be used (e.g. interior or exterior parts, piping, shingles, roof, flooring) in the CRD industry.
4. An analysis on comparison of the recycling efficiency between CRD activities.
5. An analysis on the maximum amount of plastic recycled content that can be used in a product depending on several factors (e.g. the type of building, façade, location, weather conditions, and provincial governmental legislations).
6. An analysis on the programs and organizations that focus on “green construction”, their activities (reuse, remanufacture, recycled content), goals, and potential to collaborate with the federal Government (e.g. LEED).

Task 4: Develop a report and presentation

The Contractor must submit a written report that must include:

1. The detailed methodology used to carry out Task 1, Task 2, and Task 3.
2. The results from Task 1, Task 2, and Task 3.
3. Any other findings not mentioned in Task 1, Task 2, and Task 3.
4. Conclusions and recommendations, including but not limited to:
 - a. Products and sub-sectors most suitable for each waste management activity (reuse, remanufacture, refurbish, recycled content, etc.),
 - b. Recommended government actions that would decrease landfilling from the CRD industry, and
 - c. Recommended government actions to increase the use of recycled content in CRD products.

The Contractor must also develop an oral presentation of the key findings and outcomes of the study to ECCC Representatives. The presentation must include findings from Task 1, Task 2, and Task 3, as well as any other findings not mentioned on those tasks.

Deliverables And Schedule

Regular updates or feedback (at least once every two (2) weeks) must be maintained between the Contractor and the Departmental Representative.

The Contractor must provide the following deliverables:

1- Project Initiation

A meeting will be set up within five (5) working days of the Contract signing between the Contractor and the Departmental Representative via teleconference or videoconference. During the meeting, the Departmental Representative and the Contractor will discuss and clarify any matter related to the contract, including the Contractor’s work schedule. The Contractor will also be provided with any relevant background materials.

2- Methodology and Work Plan

The detailed methodology and work plan must be due within three (3) weeks of Contract signing. The Contractor will develop a holistic methodology and work plan describing in detail how they intend to accomplish Task 1, Task 2, and Task 3 of this Contract as well



as any additional details discussed during the initial meeting. The Departmental Representative will review these documents and provide feedback to the Contractor within one (1) week after receiving the documents. The Contractor must provide feedback on comments received within one (1) week thereafter. The Departmental Representative will acknowledge acceptance of this deliverable via email.

3- Interim Report

The Interim Report shall be due within thirteen (13) weeks of Contract signing. The Contractor will develop a draft report detailing the results gathered from Task 1, Task 2, and Task 3 so far. The deliverable must consider and address comments received during regular progress of the project and comments provided on the methodology and work plan. The Contractor will also identify any issues and challenges faced during the data gathering process and propose solutions to overcome them throughout the rest of the study. The Departmental Representative will review these documents and provide feedback to the Contractor within one (1) week after receiving the documents. The Contractor must provide feedback on comments received within one (1) week thereafter. The Departmental Representative will acknowledge acceptance of this deliverable via email.

Deliverable of Task 1 Database

The database described under Task 1 shall be due within nineteen (19) weeks of Contract signing. This deliverable must also consider and address comments received during regular progress of the project, comments provided on the methodology and work plan, and comments provided on the Interim Report. The Departmental Representative will review this report and provide feedback to the Contractor within one (1) weeks after receiving the document. The Contractor must provide feedback on comments received within one (1) week thereafter. The Departmental Representative will acknowledge acceptance of this deliverable via email.

Deliverable of Draft Report

The draft report must be due within twenty-two (22) weeks of Contract signing and must contain the findings from the study, including CBI, personal information, names of experts consulted, consultant recommendations and opinions related to the study. The draft report must address all the requirements identified in the Statement of Work. The draft report must include the results and findings from all the tasks identified in the Statement of Work. The Contractor must address all the comments provided on previous deliverables in this report. All information that satisfies the [Access to Information Act](#) and [Privacy Act](#) exemptions (e.g. third party confidentiality-requested information) must be highlighted in yellow, in revision mode. The Departmental Representative will review this report and provide feedback to the Contractor within one (1) week after receiving the document. The Contractor must provide feedback on comments received within one (1) week thereafter. The Departmental Representative will acknowledge acceptance of this deliverable via email.

Deliverable of Final Report and Presentation

The Final Report is the final version of the draft report that incorporates all comments submitted by the Departmental Representative at all stages of the contract. The full



report must be, at maximum, 75 pages in length with an additional 25 pages for annexes. The final report must also include an executive summary of no longer than 5 pages. The final report must be due within twenty-four (24) weeks of Contract signing.

The final report must be provided in three versions:

- A complete final report including annexes
- A report with CBI and third party confidentiality requested information highlighted in revision mode and properly sourced
- A report that excludes all CBI (CBI free) and complies with federal legislation and policies, specifically the [Access to Information Act](#), the [Privacy Act](#) (i.e. CBI-free, free of personal information), and the [Canada.ca Content Style Guide](#) (i.e. long descriptions and alternative text for all graphs and figures).

The Contractor must also provide an oral presentation of the key findings and outcomes of the study to ECCC Representatives. The Contractor must provide this presentation using Microsoft PowerPoint (Microsoft Office Suite 2010). The Contractor must submit the PowerPoint presentation to ECCC no later than 3 working days before the presentation date. The Contractor must present to ECCC Representatives in person, or via MS Teams video conference.

All deliverables must be provided electronically in Microsoft® Word and Microsoft® Excel (compatible with Microsoft Office Suite 2010) unless stated otherwise.

All deliverables must be provided no later than twenty-four (24) weeks after the first day of Contract and include:

- Raw data spreadsheets and databases used for the delivery of this Contract
- All of the background material and information provided to the Contractor by the Departmental Representative and/or any other material used to develop the report

Note that no copies (hard or electronic) of confidential documents/information are to be retained by the Contractor.

The schedule of deliverables is as follows:

Item	Deliverable	Due Date
1	Project Initiation	Within 5 working days of the Contract Award Date (CAD)
2	Detailed Methodology and Work Plan	3 weeks after the CAD
3	Interim Report	13 weeks after the CAD
4	Task 1 Database	19 weeks after the CAD
5	Draft Report	22 weeks after the CAD
6	Final Report and Presentation	24 weeks after the CAD

Acceptance Of The Deliverables

All deliverables, documents and reports produced by the Contractor will be subject to review by persons designated by the Departmental Representative. All work is to be performed in accordance to recognized industry or academic standards and to the satisfaction of the Departmental Representative.



**ANNEX B
BASIS OF PAYMENT**

(to be completed at contract award)



**ANNEX C
SECURITY REQUIREMENTS CHECK LIST**



**ANNEX D
SUPPLIER LIST OF NAMES**

Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#). / Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#).

In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.¹ / Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.¹

*** Mandatory Information / Informations obligatoires**

* Complete Legal Name of Company / Dénomination complète de l'entreprise	
* Operating Name / Nom commercial	
* Company's address / Adresse de l'entreprise	* Type of Ownership / Type d'entreprise
	<input type="checkbox"/> Individual / Individuel <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Joint-Venture / Coentreprise
* Board of Directors²/ Membres du conseil d'administration² (Or provide the list as an attachment / Ou mettre la liste en pièce-jointe)	
First name / Prénom Last Name / Nom	Position (if applicable) / Position (si applicable)



¹ **List of names:** All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

² Board of Governors /Conseil des gouverneurs; Board of Managers /Conseil de direction; Board of Regents /Conseil de régents; Board of Trustees / Conseil de fiducie; Board of Visitors /Comité de réception

Liste des noms: Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.



ANNEX E FORMER PUBLIC SERVANT – COMPETITIVE BID FORM

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.

Name and Signature

Date