



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>Electronic Copy: soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE 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 ET CHANGEMENT CLIMATIQUE 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>Suitability of Small Zero-Emission Equipment for Use in Emergencies</i></p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000060776-1</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2021-11-10</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 2:00 P.M. on – 2021-12-10</p>	<p>Time Zone – Fuseau horaire Eastern Time Zone</p>
	<p>F.O.B – F.A.B See herein</p>	
	<p>Address Enquiries to - Adresser toutes questions à Megan Filliol megan.filliol@ec.gc.ca</p>	
	<p>Telephone No. – N° de téléphone 902-600-6216</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2022-06-30</p>	
	<p>Destination of Services / Destination des services <i>See herein</i></p>	
	<p>Security / Sécurité <i>See herein</i></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>	

This bid solicitation cancels and supersedes previous bid solicitation number 5000060776 dated 2021-10-05.

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PART 1 - GENERAL INFORMATION

1.1 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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

The Annexes include the Statement of Work, the Basis of Payment, the Non-Disclosure Certification.

1.2 Summary

- 1.2.1 Environment and Climate Change Canada has a requirement as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to 30-June-2022.
- 1.2.2 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.
- 1.2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 1.2.4 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement, the Canada–Panama Free Trade Agreement.

1.3. 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

2.1. 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 PSPC/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 and Climate Change Canada 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 and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

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

Delete: In its entirety

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"

2.2. SACC Manual Clauses

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

2.3. Submission of Bids

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

2.4. 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.

2.5. 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.

2.6. Applicable Laws

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

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.

2.7. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.8. 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](#):

- (2.11.4) the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination; pertaining to that software.

2.9. Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Technical Bid (1 soft copies in PDF format)

Section II: Financial Bid (1 soft copies in PDF format)

Section III: Certifications (1 soft copies in PDF format)

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 by 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: soumissionsbids@ec.gc.ca

Attention: Megan Filliol

Solicitation Number: 5000060776-1

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 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 each phase 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 National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: [http://laws-lois.justice.gc.ca/eng/acts/N-4/;](http://laws-lois.justice.gc.ca/eng/acts/N-4/))
- (ii) travel between the successful bidder's place of business and the NCR; and
- (iii) the 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.

1.6 Other clauses

C3011T (2013-11-06), Exchange Rate Fluctuation

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 this Financial Bid Presentation Sheet and include it in its financial bid.

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.

Milestones	Due Date of Deliverable	Subtotal per deliverables (not including tax)
Draft Questionnaire and list of organizations to contact	A maximum of four (4) weeks after contract award	
Develop list of emergency response organizations	A maximum of four (4) weeks after contract award	
Interim Report	A maximum of twelve (12) weeks after contract award	
Draft Report	A maximum of eighteen (18) weeks after contract award	
Final Report	A maximum of twenty-one (21) weeks after contract award	
TOTAL (FOR EVALUATION PURPOSES, not including tax)		

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. 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.

4.2. Technical Evaluation

4.2.1. Technical Evaluation

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

4.3. Financial Evaluation

4.3.1 Mandatory Financial Criteria

MF1 Financial Criteria	Met	Not Met
ECCC has established funding for this project at a maximum amount of \$100,000.00 (CAD), excluding taxes.		

4.3.2 Evaluation of Price

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

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

4.3.2.1. 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.

4.4 Basis of Selection

4.4.1 Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical and financial criteria;

- (c) obtain the required minimum of 62 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 86 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

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

1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals, which fail to meet the mandatory criteria, will be deemed non-responsive.

Item	Mandatory Criteria	Proposal Page #	Met / Not Met
M1	<p>Project Manager</p> <p>The Project Manager must have a degree in engineering, science or social sciences related discipline such as mechanical engineering, electrical engineering, civil engineering, environmental science, environmental studies or public policy from a recognized university.</p> <p>Proof of education must be provided</p>		
M2	<p>The Project Manager must demonstrate having been one of the main contributors on two (2) projects relevant to the Statement of Work completed within the past 8 years. Relevant projects are considered to be those that pertain to one or more of the target activities and at least one of the technical fields identified in this Evaluation criteria.</p> <p><u>Target Activities</u></p> <ul style="list-style-type: none"> a) studies, surveys, questionnaires and consultations b) data collection and analysis, or c) market research. <p><u>Technical Fields</u></p> <ul style="list-style-type: none"> i) zero-emission generators ii) batteries or portable power packs (combination of battery and renewable sources such as fuel cell, small solar, etc.) iii) off-road small spark-ignition engines iv) emergency response <p>For each project, the bidder must provide, at a minimum:</p> <ul style="list-style-type: none"> • a brief description of the project, including objectives, • the duration of the project (start date and end date), • the proposed resource’s role on the project, and • The contact information (name, title, telephone number and address) for the organization for which the project was performed. 		

<p>M3</p>	<p>Project Team</p> <p>The Bidder must describe the team that it proposes to complete the work. The description of the team must include:</p> <ul style="list-style-type: none"> a) a list of team members (including subcontractors, as applicable), b) their proposed roles and responsibilities in relation to the work, explaining how each team member will contribute to the work, and c) current CVs of all proposed team members. <p>Note that it is not required that the team has more than one member.</p>		
<p>M4</p>	<p>The Bidder must provide one or more project example demonstrating that at least one proposed senior resource has a minimum of 5 years' within the last 12 years experience working in one or more of the target activities described hereby: (This may be the Project Manager.)</p> <p><u>Target Activities</u></p> <ul style="list-style-type: none"> a) studies, surveys, questionnaires and consultations b) data collection and analysis, or c) market research. <p>For each project, the bidder must provide, at a minimum:</p> <ul style="list-style-type: none"> • a brief description of the project, including objectives, • the duration of the project (start date and end date),, • the proposed resource's role on the project • The contact information (name, title, telephone number and address) for the organization for which the project was performed. 		

1.2 RATED CRITERIA

The criteria contained herein will be used by ECCC to evaluate each proposal that has met all of the mandatory criteria listed above.

Proposals will be evaluated based on the following criteria:

Item	Rated Criteria	Maximum Score														
R1	<p>Project Manager Qualifications The Bidder should demonstrate the leadership experience of the proposed Project Manager with a list of five (5) projects that the project manager has led.</p> <p>Each project must be of a contract value greater than or equal to \$30,000 CAD</p> <p>The bidder should demonstrate that the proposed project manager has led projects involving these three target activities:</p> <table border="1" data-bbox="315 785 1081 936"> <tr> <td>a)</td> <td>studies, surveys, questionnaires and consultations</td> </tr> <tr> <td>b)</td> <td>data collection and analysis</td> </tr> <tr> <td>c)</td> <td>Market research</td> </tr> </table> <p>as well as these four technical fields:</p> <table border="1" data-bbox="315 1037 1166 1272"> <tr> <td>1</td> <td>Zero-emission generators</td> </tr> <tr> <td>2</td> <td>batteries or portable power packs (combination of battery and renewable sources such as fuel cell, small solar, etc);</td> </tr> <tr> <td>3</td> <td>off-road small spark-ignition engines</td> </tr> <tr> <td>4</td> <td>Emergency response</td> </tr> </table> <p>For each project, the Bidder should provide a summary of no more than one page that includes the following:</p> <ul style="list-style-type: none"> • a description of the project, • duration of the project (start date & end date) • the contract value of the project, • proposed resources's role and responsibilities • a description of which of the three above target activities were met (i.e., studies, surveys, questionnaires and consultations; data collection and analysis, or market research) that was conducted during the project and in which of the four fields (zero-emission generators, batteries, off-road small engines, or emergency response) areas this work was conducted • The contact information (name, title, telephone number and 	a)	studies, surveys, questionnaires and consultations	b)	data collection and analysis	c)	Market research	1	Zero-emission generators	2	batteries or portable power packs (combination of battery and renewable sources such as fuel cell, small solar, etc);	3	off-road small spark-ignition engines	4	Emergency response	20
a)	studies, surveys, questionnaires and consultations															
b)	data collection and analysis															
c)	Market research															
1	Zero-emission generators															
2	batteries or portable power packs (combination of battery and renewable sources such as fuel cell, small solar, etc);															
3	off-road small spark-ignition engines															
4	Emergency response															

	<p>address) for the organization for which the project was performed</p> <p>Point Allocation for the three (3) target activities: Three (3) points will be awarded per project summary to a maximum of fifteen (15) points as follows:</p> <table border="1" data-bbox="315 443 1146 1014"> <tr> <td data-bbox="315 443 375 558">1</td> <td data-bbox="375 443 940 558">No demonstrated leadership experience in any of the three (3) target activities for the project</td> <td data-bbox="940 443 1146 558">0 point</td> </tr> <tr> <td data-bbox="315 558 375 709">2</td> <td data-bbox="375 558 940 709">Demonstrated leadership experience in one (1) of the three (3) target activities by the project manager for the submitted project.</td> <td data-bbox="940 558 1146 709">1 point</td> </tr> <tr> <td data-bbox="315 709 375 861">2</td> <td data-bbox="375 709 940 861">Demonstrated leadership experience in two (2) of the three (3) target activities by the project manager for the submitted project.</td> <td data-bbox="940 709 1146 861">2 points</td> </tr> <tr> <td data-bbox="315 861 375 1014">3</td> <td data-bbox="375 861 940 1014">Demonstrated leadership experience in three (3) of the three (3) target activities by the project manager for the submitted project.</td> <td data-bbox="940 861 1146 1014">3 points</td> </tr> </table> <p>Point Allocation for the four (4) technical fields up to a maximum of (five) 5 points. Awarded as follow:</p> <table border="1" data-bbox="315 1150 1208 1486"> <tr> <td data-bbox="315 1150 375 1215">1</td> <td data-bbox="375 1150 1062 1215">No demonstrated leadership experience in any of the four (4) technical field.</td> <td data-bbox="1062 1150 1208 1215">0 point</td> </tr> <tr> <td data-bbox="315 1215 375 1281">2</td> <td data-bbox="375 1215 1062 1281">Demonstrated leadership experience in one (1) of the four (4) technical fields</td> <td data-bbox="1062 1215 1208 1281">1 point</td> </tr> <tr> <td data-bbox="315 1281 375 1346">3</td> <td data-bbox="375 1281 1062 1346">Demonstrated leadership experience in two (2) of the four (4) technical fields</td> <td data-bbox="1062 1281 1208 1346">2 points</td> </tr> <tr> <td data-bbox="315 1346 375 1411">4</td> <td data-bbox="375 1346 1062 1411">Demonstrated leadership experience in three (3) of the four (4) technical fields</td> <td data-bbox="1062 1346 1208 1411">3 points</td> </tr> <tr> <td data-bbox="315 1411 375 1486">5</td> <td data-bbox="375 1411 1062 1486">Demonstrated leadership experience in all of the four (4) technical fields</td> <td data-bbox="1062 1411 1208 1486">5 points</td> </tr> </table>	1	No demonstrated leadership experience in any of the three (3) target activities for the project	0 point	2	Demonstrated leadership experience in one (1) of the three (3) target activities by the project manager for the submitted project.	1 point	2	Demonstrated leadership experience in two (2) of the three (3) target activities by the project manager for the submitted project.	2 points	3	Demonstrated leadership experience in three (3) of the three (3) target activities by the project manager for the submitted project.	3 points	1	No demonstrated leadership experience in any of the four (4) technical field.	0 point	2	Demonstrated leadership experience in one (1) of the four (4) technical fields	1 point	3	Demonstrated leadership experience in two (2) of the four (4) technical fields	2 points	4	Demonstrated leadership experience in three (3) of the four (4) technical fields	3 points	5	Demonstrated leadership experience in all of the four (4) technical fields	5 points	
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R2	<p>Qualification of Project Team should demonstrate that the proposed Project Team members have cumulative research and data analysis experience, within the last ten (10) years, in each the following five areas:</p> <p>Off-road small spark-ignition engines Batteries Generators Zero-emission technologies Emergency Response</p> <p>To demonstrate this criterion, the Bidder should provide one (1) or</p>	25																											

	<p>more project summaries that demonstrate the team’s experience working with the five subject areas above.</p> <p>Each project summary should not exceed two pages in length and must not include projects with a contract value of less than \$30,000 CAD.</p> <p>For each project summaries should includes the following</p> <ul style="list-style-type: none"> • a description of the project, • duration of the project (start date & end date) • the contract value of the project, • the list of proposed team members who were involved with the project and their roles and responsibilities • description of each team member’s contribution to the project and how this contribution connects to the area listed above • The contact information (name, title, telephone number and address) for the organization for which the project was performed <p>Points will be allocated for each of the following subject covered :</p> <ul style="list-style-type: none"> • Off-road small spark-ignition engines (4 points) • Batteries (4 points) • Generators (4 points) • Zero-emission technologies (4 points) • Emergency Response (9 points) <p>Each subject area will only be evaluated once, and no partial points will be awarded</p>	
<p>R3</p>	<p>Understanding of Objectives, Scope and Policy Background The Bidder should demonstrate an understanding of the project objectives, scope and the relevant policy issues.</p> <p>Points will be awarded for each of the following aspects included in the proposal (no partial points will be given):</p> <ul style="list-style-type: none"> • Clear understanding of the project’s objectives (2 points) • Clear understanding of the scope of the project with respect to the: <ul style="list-style-type: none"> • issues/questions to be addressed (1 points) • timeframe to be addressed (1 points) 	<p>6</p>

	<ul style="list-style-type: none"> • Clear understanding of the policy background (1 points) • Clear understanding of the expected results (1 points) 	
R4	<p>Work Plan</p> <p>The Bidder should demonstrate a understanding of the logistical requirements to conduct the project successfully. The Bidder should demonstrate this understanding by defining a work plan that is clear, detailed and feasible.</p> <p>This work plan should outline:</p> <ul style="list-style-type: none"> - how the Bidder will meet the overall objectives of the project, - identify key milestones and timelines, and - describe its specific approach to accomplish each of the individual tasks contained in the Statement of Work. <p>The work plan will be awarded points as follows:</p> <p>0: Not addressed: incorrect understanding of the logistical requirements needed to complete the project.</p> <p>4: Inadequate: poor understanding of the logistical requirements needed to complete the project. Incomplete, imprecise or lacking any evidence of understanding. Workplan does not include the three points to be outlined above, or does not provide enough information to demonstrate understanding.</p> <p>7: Adequate: complete and correct understanding of the logistical requirements needed to complete the project. Workplan includes all three points to be outlined above, but some details are lacking.</p> <p>10: Excellent: comprehensive understanding of the logistical steps needed to complete the project. Workplan includes all 3 of the points to be outlined above, and provides additional information demonstrating their complete understanding of the requirements needed to complete this project.</p>	10
R5	<p>Research and Data Collection Methodology</p> <p>The Bidder should clearly indicate the methodology it will use to conduct research and collect data.</p>	
R5.1	<p>Methodological Approach</p> <p>In the <i>Methodology</i> of its proposal, the Bidder should outline its methodology in clear, logical steps for each of the three tasks (tasks 1 to 3) identified in in the Work Description section of the</p>	15

	<p>Statement of Work.</p> <p>Points will be awarded for each of the 3 tasks in the Work Description section of the Statement of Work with up to a maximum of five points per task:</p> <p>0: Not provided or inadequate: No information, insufficient or incorrect information provided. Incomplete, vague or lacking evidence of understanding. For example, task listed but did not address the subtasks.</p> <p>3: Adequate: Realistic and achievable within the available time and resources. Tasks are addressed and most of the listed subtasks are completed.</p> <p>5: Excellent: Comprehensive strategy that provides a logical pathway from start to finish with all listed subtasks(as the case may be) addressed. Thoughtful consideration of details that will achieve all objectives.</p>	
R5.2	<p>Identifying and Mitigating Risks and Challenges</p> <p>The Bidder should address at least two potential challenges that may arise during this phase of the project and articulate their associated risk levels to the project (ie: low, medium, high). The Bidder’s strategy for mitigating these risks should be clearly described, demonstrating sound justification for the proposed measures.</p> <p>Points will be awarded as follows:</p> <p>0: Not addressed: less than two risks identified or risks identified were not relevant to the Project.</p> <p>4: Inadequate: Two risks identified, but were vague or incomplete, risk levels were missing or not feasible and/or strategy to mitigate not clearly described.</p> <p>7: Adequate: Complete and correct recognition of at least two potential risks with appropriate risk levels, some detail on associated mitigations.</p> <p>10: Excellent: Comprehensive recognition of at least two risks and associated mitigations, demonstrating thorough consideration of risks and mitigation measures as they relate to different aspects of the project, provided sound justification.</p>	10
	Total Available Points	86
	Minimum Points Required	62

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.

5.1. Certifications Required Precedent to Contract Award

5.1.1 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.

5.1.2. 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 (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#afed>) 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.

5.2. 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.

5.2.1. 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.

5.2.2. Education and Experience

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

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

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

Title: *(insert only at contract award)*

6.1. Statement of Work

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

6.2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/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.

6.2.1 General Conditions

2035 (2020-05-28), General Conditions - Professional Services (High Complexity), as modified below, apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

4007 (2010-08-16), *Canada to own Intellectual Property Rights in Foreground*

6.2.3 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))*.

6.3. Security Requirement

6.3.1 There is no security requirement applicable to this Contract.

6.4. Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 30-June-2022 inclusive.

6.5. Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Megan Filliol
Title: Team Manager – Procurement Operations, Atlantic
Environment and Climate Change Canada
Procurement and Contracting Division
Address: 17th floor, 45 Alderney Drive, Dartmouth NS, B2Y 2N6

Telephone: 902-600-6216
E-mail address: megan.filliol@ec.gc.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.

6.5.2 Project Authority (to be completed at contract award)

The Project Authority for the Contract is:

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

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project Authority 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 Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative
(Fill in or delete as applicable)

6.6. 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.

6.7. Payment

6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 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.

6.7.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada

6.7.4 Standard Procurement Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

6.7.5 Discretionary Audit

C0705C (2010-01-11) Discretionary Audit

6.8. Invoicing Instructions

6.8.1 Milestone Payments

6.8.1.1 Canada will make milestone payments in accordance with the Schedule of Milestones detailed in 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;
- (c) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

6.9. Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

6.11. 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) the general conditions 2035 (2020-05-28);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Non-Disclosure Agreement;
- (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)*).

6.12. Insurance

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

6.13. Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A STATEMENT OF WORK

Suitability of Small Zero-Emission Equipment for Use in Emergencies

1. BACKGROUND

Off-road small spark-ignition (SSI) engines, designed to be used for lawn and garden maintenance and other small mobile outdoor power equipment of 19 kW (25.5 HP) or less, emit both greenhouse gases (GHGs) and air pollutants such as nitrogen oxides (NOx) and volatile organic compounds (VOCs). These substances are released into the surrounding atmosphere through the combustion and evaporation of fuel and contribute to climate change and air pollution.

As outlined in its forward regulatory agenda 2021-23, Environment and Climate Change Canada (ECCC) is undertaking to introduce zero emission requirements for small-spark ignition engine (19 kW and under)¹. While ECCC is committed to reducing emissions from this equipment, it is aware of the role that some of this equipment plays during emergencies. Within the *Off-Road Small Spark-Ignition Engine Emission Regulations*² (the Regulations), Canada exempts equipment that is designed for exclusive use in emergency and rescue circumstances from regulatory requirements provided it meets US EPA requirements. Paragraph 5(2)(e) of the Regulations reads as follows:

(2) The engines referred to in subsections (1) and (1.1) do not include an engine that is [...]

(e) designed to be used exclusively in emergency and rescue machines and that bears either a label to that effect and that meets the requirements set out in subsections 17.2(3) and (4) or the U.S. label referred to in paragraph 660(c) of subpart G of CFR 1054;

As ECCC develops the new standards, it will need to consider how zero-emission technologies may affect the operations of emergency response organizations (excluding the military). To this end, ECCC would like to have more information on and better understand how small-spark ignition equipment is used in emergencies. This equipment may be standalone or fixed to an emergency vehicle but have its own exhaust system.

To accomplish this, ECCC proposes to gather information from emergency response organizations on the types of equipment used, the typical power needs, duration of operation, and access to generators or recharging infrastructure that is required to run the equipment. ECCC would also like to collect information on any previous experience these organizations may have with zero-emission technologies. The Department will use the knowledge gained through this contract to inform policy development and enable evidence-based decisions.

2. OBJECTIVES

The objective of this project is to gain data and information in order to better understand the feasibility of using zero-emission equipment in emergencies instead of any SSI engine equipment that may be currently used. This project would:

¹ <https://www.canada.ca/en/environment-climate-change/corporate/transparency/acts-regulations/forward-regulatory-plan/2021-2023/air-emissions-greenhouse-gases.html>

² <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-355/page-2.html#h-706177>

- Gather data and information about emergency uses of motorized equipment (19 kW and under) by conducting a review of any documents that may be publicly available on such use by emergency response organizations in Canada; and, by reaching out to organizations to develop a list of typical off-road small spark-ignition equipment in use by emergency responders including: the type of equipment, the size of its engine, how it is used, the duration of its operation and any performance standards or requirements that the equipment must meet.
- Identify zero-emission options for each type of equipment listed above and provide information on whether or not this zero-emission option will be able to replace the original equipment, either immediately or at some point in the future (i.e. after 2030) and identify any modifications to operational procedures that would be needed to work with the zero-emission equipment.
- Organize in a table format the information collected to easily compare gasoline powered and zero-emission equipment used by emergency response organizations and identify equipment that may not be suitable for zero emission use and the associated concerns.

3. TASKS

The Contractor will complete the following three tasks to fulfill the objectives described above:

TASK 1- REACHING OUT TO EMERGENCY RESPONSE ORGANIZATIONS

The Contractor will:

- 1.1 Review any documents that may be publicly available on the use of small motorized equipment by emergency response organizations in Canada. Prepare a questionnaire and a strategy to reach out to emergency response organizations and build a list of emergency organizations across the country from which information would be gathered. Have both the questionnaire and contact list approved by the Technical Authority.
- 1.2 Reach out to emergency response organizations asking what small spark-ignition equipment is typically used. The questionnaire will include questions on what type of equipment is in use, the number of units they typically have, the size of the engine, the duration of its operation, any performance standards that it must meet, and how often it is used. Also, include supplemental questions asking if the organization has experience using zero-emission equipment and, from that experience, was there any noted advantages or inconveniences for operations.
- 1.3 Collect the responses submitted by emergency response organizations and collate the information into one or more Excel Tables. The tables will include information on the location (City, Region, Province or Territory) along with the organizations' operational field.

TASK 2- MARKET RESEARCH OF ZERO-EMISSION OPTIONS

The Contractor will:

- 2.1 Conduct a market review of available zero-emission equipment currently that is used or could be used to replace the small spark-ignition equipment identified during Task 1.

- 2.2 Include information such as manufacturer's suggested retail price (MSRP), availability for purchase in Canada, battery capacity, recharging time (in hours and minutes) and price of additional batteries.
- 2.3 Include information on cold weather performance or any particular care that must be taken when operating the zero-emission equipment in cold weather.
- 2.4 Conduct market research into the development of future zero-emission emergency equipment up to 2035, particularly improvements in performance, battery capacity and faster charging.

TASK 3- IDENTIFY KNOWLEDGE GAPS FOR FUTURE ANALYSIS

- 3.1 Identify any modification to operational procedures that would be needed to work with zero-emission equipment (e.g. having additional fully charged batteries) and a list of areas that need further analysis to fill existing knowledge gaps.

4. DELIVERABLES AND SCHEDULE

The Contractor shall deliver the results of their work in a report. The report shall include a table of contents, an executive summary, and a section that describes the approaches used to gather the information and the methodology used, a section presenting the results and analysis, and a conclusion.

The report shall be provided in Microsoft Word format. All graphics and tables presented in the report shall also be provided in Microsoft Excel spreadsheets.

#	Deliverable		Time
4.1	Kick Off Meeting	The Contractor must schedule a kick off meeting with the project authority	A maximum of one (1) week after the contract is awarded
4.2	Progress Updates	The Contractor will set up regular meetings to provide an update on progress made on all deliverables Meetings can be done through teleconference or Teams video call.	Every two (2) weeks after contract award
4.3	Draft Questionnaire, reach-out strategy	The contractor will provide a draft questionnaire and reach-out strategy and have it approved by the Technical Authority	A maximum of four (4) weeks after the contract is awarded
4.4	Develop list of emergency response organizations	The contractor will provide a contact list for organizations involved with emergency response across the country.	A maximum of four (4) weeks after the contract is awarded
4.5	Interim Report	The Contractor will provide an interim report, which will be reviewed by the Technical Authority, which will outline the work conducted to date and provide an estimate of when the remaining work will be completed.	A maximum of twelve (12) weeks after the contract is awarded
4.6	Draft Report	The Contractor will provide a draft report to be reviewed by the Technical Authority. The Technical Authority will be	A maximum of eighteen (18) weeks after the

		allotted 2 weeks to review.	contract is awarded
4.7	Final Report	The Contractor will provide a final report for review and approval to the Technical Authority. The Technical Authority will be allotted 1 week to review and make final comments.	A maximum of twenty-one (21) weeks after the contract is awarded.

To assist with coordination of this project, the Contractor must communicate by email and teleconference or videoconference with the project authority with updates on the project, at least once every two weeks. The Contractor must describe the status of tasks and any deviation from the work plan or the timelines in the proposal. Any changes to the schedule must be justified and accompanied with a solution that takes into account remaining timelines. Updates must include issues that the Contractor is facing that may delay the schedule or jeopardize the expected quality of the final product.

All work must be completed by June 30, 2022.

CONFIDENTIALITY

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

ANNEX B BASIS OF PAYMENT

#	Milestones	Deliverable	% of Contract	Subtotal
1	Draft Questionnaire and reach-out strategy	The contractor will provide a draft questionnaire and have it approved by the Technical Authority	15%	
2	Develop list of emergency response organizations	The contractor will provide a contact list for organizations involved with emergency response across the country.	15%	
3	Interim Report	The Contractor will provide an interim report, which will be reviewed by the Technical Authority, which will outline the work conducted to date and provide an estimate of when the remaining work will be completed.	30%	
4	Draft Report	The Contractor will provide a draft report to be reviewed by the Technical Authority. The Technical Authority will be allotted 2 weeks to review.	10%	
5	Final Report	The Contractor will provide a final report for review and approval to the Technical Authority. The Technical Authority will be allotted 1 week to review and make final comments.	30%	
			Subtotal	
			Tax – (to be estimated at contract award)	
			Total	

ANNEX C - NON-DISCLOSURE CERTIFICATION

I, _____, recognize that in the course of my work as an employee or subcontractor of Environment and Climate Change Canada I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need-to-know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial

No.: _____

Signature

Date