



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Security Requirements
- 1.4 Debriefings
- 1.5 Anticipated migration to an e-Procurement Solution (EPS)
- 1.6 COVID-19 vaccination requirement

PART 2 - OFFEROR INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Offers
- 2.3 Former Public Servant
- 2.4 Enquiries - Request for Standing Offers
- 2.5 Applicable Laws
- 2.6 Bid Challenge and Recourse Mechanisms

PART 3 - OFFER PREPARATION INSTRUCTIONS

- 3.1 Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2 Technical Evaluation
- 4.3 Financial Evaluation
- 4.4. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Required with the Offer
- 5.2 Additional Certifications Required with the Offer
- 5.3 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

- 6.1 Security Requirement
- 6.2 Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

- 7.1 Offer
- 7.2 Security Requirement
- 7.3 Standard Clauses and Conditions
- 7.4 Term of Standing Offer
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants
- 7.7 Identified Users
- 7.8 Call-up Procedures
- 7.9 Call-up Instrument
- 7.10 Limitation of Call-ups
- 7.11 Priority of Documents
- 7.12 Certifications and Additional Information
- 7.13 Applicable Laws
- 7.14 Transition to an e-Procurement Solution (EPS)

B. RESULTING CONTRACT CLAUSES

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Term of Contract
- 7.4 Proactive Disclosure of Contracts with Former Public Servants
- 7.5 Payment
- 7.6 Invoicing Instructions
- 7.7 Progress Reports
- 7.8 Insurance Requirements
- 7.9 SACC Manual Clauses
- 7.10 Federal Contractors Program for Employment Equity - Default by the Contractor
- 7.11 Dispute Resolution

List of Annexes:

- Annex A - Statement of Work
- Appendix 1 to Annex A – Stream - Scope of Work
- Annex B - Basis of Payment
- Appendix 1 to Annex B - Disbursement Standardization
- Annex C - Insurance Requirements
- Annex D - Security Requirements Check List

Annex 'E' to Part 4 of the Request for Standing Offer - Mandatory Technical Evaluation Criteria

Annex 'F' to Part 3 of the Request for Standing Offer - Electronic Payment Instructions

Annex 'G' to Part 5 of the Request for Standing Offer - Federal Contractors Program for Employment Equity

Annex 'H' to Part 5 of the Request for Standing Offer - Additional Information

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirement Check List, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

- (a) This is a Request for Standing Offer (RFSO) for the provision of professional and technical services for various types of environmental services, on an 'as and when' requested basis', on behalf of the Department of Public Works and Government Services Canada (PWGSC), Environmental Services and Contaminated sites (ESCS) Ontario Region, excluding National Capital Region.
- (b) It is intended to issue multiple Regional Individual Standing Offers (RISOs) under each Stream. The description and the maximum number of RISOs which are anticipated for each Stream are as follows:

Stream	Description	Maximum Number of Estimated RISOs	Estimated Overall Level of Effort of Each Stream (SO Period - 2 years)
1	Ecological And Environmental Assessments	2	\$500,000.00
1A	Ecological And Environmental Assessments – Aboriginal Set-Aside	1	\$200,000.00
2	Environmental Management of Federal Facilities	3	\$1,600,000.00
2A	Environmental Management of Federal Facilities - Aboriginal Set-Aside	1	\$400,000.00
3	Contaminated Sites Consulting Services	5	\$30,000,000.00
3A	Contaminated Sites Consulting Services – Aboriginal Set-Aside	2	\$4,000,000.00

- (c) Details of the Statement of Work for the Streams are contained in Annex "A" and its Appendices. Offerors may submit an Offer for any or all Streams, however a separate AND complete offer is required for each Stream. Offers for parts of Streams are not acceptable. However, it is possible for Offerors to be a Joint Venture. The same subcontractor may be included in more than one Offer. If a subcontractor is proposed as one of the team members, company security clearances must be met. An organization can receive more than one Standing Offer, but not for the same Stream.
- (d) The period of the RISOs is two years with the option to extend for two additional one-year extension periods. For Stream 1, Stream 1A, Stream 2, Stream 2A, Stream 3 and Stream 3A, the estimated start date will be April 1, 2022.
- (e) Stream 1A, Stream 2A and Stream 3A are set asides under the federal government Procurement Strategy for Aboriginal/Indigenous Business. For more information on Aboriginal/Indigenous business requirements of the Set-aside Program for Aboriginal/Indigenous Business, see Annex 9.4, Supply Manual. These Streams are set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses. Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

NOTE: On August 6, 2021, the Government of Canada announced the updated Procurement Strategy for Indigenous Business. Immediate changes include the renaming of the Procurement Strategy for Aboriginal Business (PSAB) to the Procurement Strategy for Indigenous Businesses (PSIB), simplifying the definition of an Indigenous business to remove full time employee requirement and expanding the size and number of the geographic areas where procurements are to be limited to Indigenous businesses (i.e. where the population is at least 51% Indigenous from 80%). New contract clauses are currently being developed to reflect these changes. More information on PSIB can be found here:
[Indigenous business and federal procurement \(isc-sac.gc.ca\)](https://isc-sac.gc.ca/)

- (f) **Procurement Assistance Canada (PAC)**, formerly the Office of Small and Medium Enterprises (OSME), was established in 2005 within Public Services and Procurement Canada to support the Government of Canada's commitment to a procurement system open to small and medium and regionally based businesses. Their mandate is to help inform, assist and guide businesses in better understanding and navigating the federal procurement process. One that is open, fair and inclusive in which stakeholders are engaged proactively across all regions of Canada and enabled to participate in and benefit from federal procurement opportunities.

PAC is offering a complimentary webinar to help Indigenous businesses in particular understand what is involved in bidding on federal procurement opportunities and specifically those that include the Procurement Strategy for Indigenous Business (PSIB). This webinar is being offered on **Wednesday December 8, 2021 from 1:00 to 3:00 pm EST** and is open to all. For more details and to register for the offering please click on the event links below.

<https://ontario.tpsgc-pwgsc.gc.ca/cal/regist-eng.cfm?sid=2216>

Note, this session on December 8th – 1 to 3 pm is being offered in English only. There is a French session being offered between 2 and 4 pm through the [following link](#).

- (g) The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- (h) This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.
- (i) The Phased Bid Compliance Process applies to this requirement.

1.3 Security Requirement

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

1.6 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the offer will render the offer non-responsive.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the 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.
- (b) Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).
- (c) The 2006 (2020-05-28), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.
- (d) Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:
Delete: 60 days
Insert: 220 days

2.2 Submission of Offers

- (a) Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

PWGSC Ontario Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

- (b) Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

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, Offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

- (a) **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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or

- (iv) 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, in the context of the fee abatement formula, 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 FPS. 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.

(b) **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

- (i) name of former public servant;
- (ii) date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror'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.

(c) **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) 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.

2.4 Enquiries - Request for Standing Offers

- (a) All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.
- (b) Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the

enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

- (a) The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- (a) The Offeror must submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications
Section IV: Additional Information

- (b) Bids transmitted by facsimile or hardcopy will not be accepted.

3.1.2 Joint Venture Experience

- (a) Where the Offeror is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: An offeror is a joint venture consisting of members L and O. An offer requires that the offeror demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the offeror has previously done the work. This offeror can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- (b) A joint venture offeror may rely on the experience of one of its members to meet any given technical criterion of this offer.

Example: An offeror is a joint venture consisting of members X, Y and Z. If an offer requires: (a) that the offeror have 3 years of experience providing maintenance services, and (b) that the offeror have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single requirement, such as the requirement for 3 years of experience providing maintenance services, the offeror cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- (c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this offer. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Offeror is requested to indicate which joint venture member satisfies the requirement. If the Offeror has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Offeror to submit this information during the evaluation period. If the Offeror does not submit this information within the period set by the Contracting Authority, its offer will be declared non-responsive.

Example: An offeror is a joint venture consisting of members A and B. If an offer requires that the offeror demonstrate experience providing resources for a minimum number of 100 billable days, the offeror may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- (d) Any Offeror with questions regarding the way in which a joint venture offer will be evaluated should raise such questions through the Enquiries process as early as possible during the offer period.

3.1.3 Section I: Technical Offer

- (a) In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.
- (b) If Offerors are bidding on more than one stream, a separate offer must be submitted for each Stream.

3.1.4 Section II: Financial Offer

- (a) Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.
- (b) If Offerors are bidding on more than one stream, a separate offer must be submitted for each Stream.

3.1.5 Electronic Payment of Invoices - Offer

- (a) If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "F" Electronic Payment Instruments, to identify which ones are accepted.
- (b) If Annex "F" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- (c) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.6 Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) If Offerors are bidding on more than one stream, a separate offer MUST be submitted for each Stream. Each stream will be evaluated separately.
- (c) An evaluation team composed of representatives of Canada will evaluate the offers.
- (d) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada is conducting the Phased Bid Compliance Process described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the Phased Bid Compliance Process, Offerors are and will remain solely responsible for the accuracy, consistency and completeness of their Offers and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Offers or in responses by an Offeror to any communication from Canada.

THE OFFEROR ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PHASED BID COMPLIANCE PROCESS ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE OFFER IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE OFFER HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM AN OFFER TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE OFFEROR ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS OFFER RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS OFFER NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.
- (c) Canada may, in its discretion, request and accept at any time from an Offeror and consider as part of the Offer, any information to correct errors or deficiencies in the Offer that are clerical or administrative, such as, without limitation, failure to sign the Offer or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Offeror has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the offer solicitation closing in circumstances where the offer solicitation expressly provides for this right. The Offeror will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Offer being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2006 (2020-05-28) Standard Instructions – Request for Standing Offer - Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after offer solicitation closing in circumstances where the solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Offeror must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed

received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Offeror at any address provided by the Offeror in or pursuant to the Offer is deemed received by the Offeror on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this offer solicitation, Canada will examine the Offer to determine whether it includes a Financial Offer and whether any Financial Offer includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the offer solicitation to be included in the Financial Offer is missing from the Financial Offer. This review will not assess whether the Financial Offer meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Offer or that the Financial Offer is missing all of the information required by the offer solicitation to be included in the Financial Offer, then the Offer will be considered non-responsive and will be given no further consideration.
- (d) For Offers other than those described in c), Canada will send a written notice to the Offeror ("Notice") identifying where the Financial Offer is missing information. An Offeror, whose Financial Offer has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Offerors shall not be entitled to submit any additional information in respect of their Financial Offer.
- (e) The Offerors who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Offeror will be entitled to remedy only that part of its Financial Offer which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Offer, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Offer, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Offeror and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Offer submitted by the Offeror will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Offeror's Offer. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Offer as is permitted above, and will be used for the remainder of the offer evaluation process.
- (h) Canada will determine whether the Financial Offer is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Offeror in accordance with this Section. If the Financial Offer is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration
- (i) Only Offers found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Offer to identify any instances where the Offeror has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Offer meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Offeror (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Offer has failed to meet. An Offeror whose Offer has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Offer has been found responsive to the requirements reviewed at Phase II. Such Offeror shall not be entitled to submit any response to the CAR.
- (c) An Offeror shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Offeror's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Offeror which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Offer, the Offeror shall identify such additional changes, provided that its response must not include any change to the Financial Offer.
- (e) The Offeror's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Offer, the wording of the proposed change to that section, and the wording and location in the Offer of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Offeror must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Offeror's Offer, and failure of the Offeror to do so in accordance with this subparagraph is at the Offeror's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Offer submitted by the Offeror other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Offer as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Offer, but will be considered by Canada in the evaluation of the Offer at Phase II only for the purpose of determining whether the Offer meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Offer would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Offeror in response to the CAR. If so, the Offer will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Offeror shall bind the Offeror as part of its Offer, but the Offeror's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Offer.
- (h) Canada will determine whether the Offer is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Offeror in accordance with this Section. If the Offer is not found responsive for the requirements

reviewed at Phase II to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.

- (i) Only Offers found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Offers found responsive to the requirements reviewed at Phase II. Offers will be assessed in accordance with the entire requirement of the offer solicitation including the technical and financial evaluation criteria.
- (b) An Offer is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.2 Technical Evaluation

4.2.1 Mandatory Technical Criteria

See Annex E – Mandatory Technical Evaluation Criteria

4.2.2 Point Rated Technical Criteria

See Annex E – Mandatory Technical Evaluation Criteria

4.3 Financial Evaluation

4.3.1 Mandatory Financial Criteria – For each Stream

- (a) The Offeror must submit their financial offer in accordance with, Annex "B" - Basis of Payment for the entire period of the Standing Offer including the extension periods.
- (b) The Offeror must submit a firm hourly rate, in Canadian funds, for each of the seven categories of personnel.
- (c) Each of these firm hourly rates will be weighted to reflect the expected level of involvement normal in the type of work to be performed. The weighted rates will then be aggregated to arrive at a Total Weighted Hourly Rate for each Offeror.

The following weighting will be used:

Category	Weight Assigned
RISO Contact	5%
Senior Resource	20%
Intermediate Resource	25%
Junior Resource	20%
Senior Field Resource	15%
CADD/Draftperson	10%
Admin Support	5%

A sample calculation is listed as follows:

Category	Weight Assigned	Hourly Charge-out Rate Year 1	Weighted Hourly Rate
RISO Contact	5%	\$100.00	\$5.00
Senior Resource	20%	\$80.00	\$16.00
Intermediate Resource	25%	\$60.00	\$15.00
Junior Resource	20%	\$50.00	\$10.00
Senior Field Resource	15%	\$65.00	\$9.75
CADD/Draftperson	10%	\$55.00	\$5.50
Admin Support	5%	\$30.00	\$1.50
Year 1 Total Weighted Hourly Rate:			\$62.75

An aggregate of the total weighted hourly rates for the first 2 years plus the 2 additional extension periods (totalling 4 years) will be the Offeror's Bid Evaluated Price.

Example:

Year 1 Total Weighted Hourly Rate -	\$62.75
Year 2 Total Weighted Hourly Rate -	\$63.50
Option Year 1 Total Weighted Hourly Rate -	\$64.13
Option Year 2 Total Weighted Hourly Rate -	<u>\$64.77</u>
	\$255.15

This Offeror's Bid Evaluated Price is \$255.15.

- (d) The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

NOTE TO BIDDERS: Bidders must provide rates in accordance with the responsibilities and roles that have been provided under the Category Resources identified in Annex A.

4.4 Basis of Selection – Highest Combined Rating of Technical Merit and Price – For each Stream

- (a) To be declared responsive, an offer must:
- (i) comply with all the requirements of the Request for Standing Offer (RFSO);
 - (ii) meet all mandatory technical evaluation criteria; and
 - (iii) obtain the required minimum points specified for the point-rated technical criteria section 1 and 2.
- (b) Offers not meeting (i) or (ii) or (iii) above 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 70% for the technical merit and 30% for the price.
- (d) To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- (e) To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 30%.
- (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 offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the highest combined rating of technical merit and price will be recommended for award of a contract.
- (i) For Stream 1 – Ecological And Environmental Assessments: Up to two standing offers could be issued to the responsive offers with the top two highest combined rating of technical merit and price and distributed as per Table 2 below.
 - (ii) For Stream 1A – Ecological And Environmental Assessments - Aboriginal Set-Aside: One standing offer could be issued to the responsive offer with the top highest combined rating of technical merit and price and distributed as per Table 2 below.
 - (iii) For Stream 2 – Environmental Management of Federal Facilities: Up to three standing offers could be issued to the responsive offers with the top three highest combined rating of technical merit and price and distributed as per Table 2 below.
 - (iv) For Stream 2A – Environmental Management of Federal Facilities - Aboriginal Set-Aside: One standing offer could be issued to the responsive offer with the top highest combined rating of technical merit and price and distributed as per Table 2 below.

- (v) For Stream 3 – Contaminated Sites Consulting Services: Up to five standing offers could be issued to the five responsive offers with the top five highest combined rating of technical merit and price and distributed as per Table 2 below.
- (vi) For Stream 3A – Contaminated Sites Consulting Services - Aboriginal Set-Aside: Up to two standing offers could be issued to the two responsive offers with the top three highest combined rating of technical merit and price and distributed as per Table 2 below.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Table 1 - Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Offeror 1	Offeror 2	Offeror 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	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1 st	3 rd	2 nd

Table 2 - Standing Offer Distribution Calculation – each individual stream

Based on the number of standing offers being issued per stream, the following is a calculation of how each Standing Offer will be distributed accordingly.

(Recommended Offerors Combined Rating / Total of the Combined Ratings of all Recommended Offerors) *100%

Example – Using Table 1 numbers

Total of above Ratings = $(84.18 + 73.15 + 77.70) = 235.03$

Offeror 1 distribution % = $84.18 / 235.03 \times 100\% = 36\%$

Offeror 2 distribution % = $73.15 / 235.03 \times 100\% = 31\%$

Offeror 3 distribution % = $77.70 / 235.03 \times 100\% = 33\%$

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

5.2 Additional Certifications Required with the Offer

5.2.1 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all offerors must provide with their offer, the COVID-19 Vaccination Requirement Certification attached to this RFSO, to be given further consideration in this procurement process. This Certification is incorporated into, and forms a binding part of any resulting Contract.

I, _____ (first and last name), as the representative of _____ (name of business) pursuant to _____ (insert solicitation number), warrant and certify that all personnel that _____ (name of business) will provide on call-up(s) issued against the Standing Offer resulting from this Request for Standing Offers who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
 - (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;
- until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Standing Offer and any resulting call-ups (contracts). I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare an Offeror or contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the period of the Standing Offer or call-up (contract). Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Standing Offer and call-up (contract).

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for any resulting Contract and who require access to federal government workplaces where they may come into contact with public servants.

5.2.2 Set-aside for Aboriginal Business - FOR STREAM 1A, 2A and 3A ONLY

- (a) This procurement is set aside under the federal government Procurement Strategy for Aboriginal/Indigenous Business, For more information on Aboriginal/Indigenous business requirements of the Set-aside Program for Aboriginal/Indigenous Business, see Annex 9.4, Supply Manual. (*Section 4b of the annex is excluded and does not make up part of this requirement*)
- (b) The Offeror:
- (i) certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
 - (ii) agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
 - (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
- (c) The Offeror must check the applicable box below:
- (i) ☐ **The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.**
- OR**
- (ii) ☐ **The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.**
- (d) The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
- (e) By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

5.2.3 Owner/Employee Certification - Set-aside for Aboriginal Business – FOR STREAM 1A, 2A and 3A ONLY

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

5.3 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.3.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.3.2 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](#) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity – Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity – Certification, for each member of the Joint Venture.

5.3.3 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness,

maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

5.3.4 Certifications - Offer

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a standing offer) and after award. The Contracting Authority will have the right to ask for additional information to verify the Offerors' compliance with the certifications before award of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the offer non-responsive.

PART 6 – SECURITY, FINANCIAL AND INSURANCE CLAUSES

6.1 Security Requirement

- (a) Before issuance of a standing offer, the following conditions must be met:
- (i) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (ii) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (iii) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
- (c) For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Financial Capability

SACC Manual clause M9033T (2011-05-16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirement

- (a) The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.
- (i) The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
 - (ii) The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort
 - (iii) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC
 - (iv) The Contractor/Offeror must comply with the provisions of the:
 - (A) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (B) Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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.

7.3.1 General Conditions

2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1, 2022 to March 31, 2024.

7.4.2 Extension of Standing Offer

The Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2), one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Shannon Brewster
Title: Supply Specialist

Organization: Public Services and Government Services Canada, Acquisitions Branch
Address: 4900 Yonge Street, 10th Floor, Toronto, ON M2N 6A6
Telephone: (647) 273-1369
E-mail address: shannon.brewster@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Technical Authority

- (a) The Technical Authority for the Standing Offer is identified in the call-up against the Standing Offer.
- (b) The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative *(to be completed by Offeror with bid)*

Name: _____
Organization: _____
Procurement Business Number: _____
Address: _____
Telephone: _____
E-mail address: _____

7.6 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: 2019-01 of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is a Representative of Environmental Services and Contaminated Sites, PWGSC, Toronto, Ontario.

7.8 Call-up Procedures

The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

7.8.1 Work will be called-up as follows:

- (a) The Technical Authority will establish the scope of work to be performed and will use a rotational distribution system to select an offeror to be assigned a call-up. This system will track all call-ups assigned and will maintain a running total of the Value of Business Distribution. For requirements under \$40,000.00 (including applicable tax), the Technical Authority will elect to either use the system-recommended Offeror or another Offeror based on location and technical expertise required for the assignment. For all requirements between \$40,000.00 and less than \$1,000,000.00 (excluding applicable tax), the system will identify the offeror who will be selected for the next call-up. The Offeror selected will be the one which is furthest from achieving its' ideal business volume distribution in relation to the other Offerors. For requirements that are follow-on work to a call-up that has been completed, the Technical Authority will have the option to either use the system-recommended Offeror or select the Offeror that performed the original work.
- (b) An estimate of the value of the required services will be used in the system when selecting Offerors. This estimate will be adjusted in the system to reflect actual costs. An example is shown below.

- (c) The Technical Authority will provide the Offeror selected in accordance with the system with a description of each task to be performed, in sufficient detail to enable the Offeror to establish one of the following for the work: a firm price, a ceiling price or an estimated cost. Firm price is the most desirable and must be used whenever possible. Ceiling price will be permitted only in cases where the work to be performed is not in sufficient detail to accurately determine a reasonable firm price. Estimated costs will only be permitted in cases where the nature of the task is such that unknown developments are anticipated which could change the level of effort required to obtain the desired results.
- (d) The Offeror must submit its price and supporting details to the Technical Authority's representatives including security cleared personnel to perform the work and time required to perform the work in a "proposal".
- (e) If the Offeror's submission is acceptable to Canada, a call-up document will be issued to authorize the start of the work and outline the work requirements, providing deliverable milestone dates and any interim reports that will be required.
- (f) If Canada considers the Offeror's submission to be unacceptable in some way, Canada will provide the Offeror an opportunity to revise the submission. If Canada and the Offeror are unable to agree on the scope of work or other particulars, Canada may proceed to another Offeror.
- (g) If, at any time during the work, it becomes evident that the authorized level of expenditure will be exceeded, the Offeror must immediately advise the Technical Authority and await instruction. Under no circumstances is the authorized level of expenditure to be exceeded by the Offeror.
- (h) All authority for travel or associated amendments must be obtained from the Technical Authority before the travel occurrence.

7.8.1.1 Call-up Allocation and Business Volume Distribution - Example

The following call-up allocation is an example. The actual call-up allocation will be based on the project funding after issuance of RISO.

Call Up Allocation Example:

of RISO's to be issued: 3 Total funding available: \$900,000.00

Offeror:	Rating
1	92.11
2	94.19
3	89.71

Offeror 1 would receive 33.4% of funding (\$300,600.00)

Offeror 2 would receive 34.1% of funding (\$306,900.00)

Offeror 3 would receive 32.5% of funding (\$292,500.00)

Formula for the above Distribution based on Offeror 1:

Total of above Ratings = 276.01

Offeror 1: $92.11 / 276.01 \times 100\% = 33.4\%$

Business Volume Distribution – Example:

Offeror	Ideal Business Distribution	Value of Business Distribution	Actual Business Distribution	Actual Minus Ideal
Top Ranked Firm (Offeror 2)	34.1%	\$107K	46.5%	12.4%
2nd Ranked Firm (Offeror 1)	33.4%	\$70K	30.4%	-3.0%
3rd Ranked Firm (Offeror 3)	32.5%	\$53K	23%	-9.5%

Total Value of business distribution to date: \$230K

The actual business distribution is the percentage of the total value of all business distributed, that a firm has received. The actual minus ideal is the difference between the actual business distribution and the ideal business distribution representing how much the firm is over or under their ideal business distribution. A positive number indicates a firm has received more business (relative to the current business volume) than it should, and a negative number indicates a firm has received less business than they should have. In this example, the firm with the largest negative difference will be the firm approached for the next call-up. In this example, the 3rd ranked firm will be approached next.

7.8.2 Exceptions to the above distribution system

- (a) Exceptions to the above described distribution system will only occur in instances where the Offeror is not providing satisfactory services. A methodology to assess performance, (performance management plan), has been put into place and could result in the Offeror not achieving their Ideal Business Distribution
- (b) The objective of the performance management plan is to work collaboratively with the Offeror to deliver quality products and services, to meet our client needs. This will be done by providing consistent and frequent feedback and evaluating the performance of the Offeror throughout the life cycle of the call ups at different intervals (a minimum of twice). Project Managers will have ongoing communication with the Offerors with respect to performance, proactively raising issues as they occur, to support a "no surprises" approach to performance management and evaluations.
- (c) The following five key performance indicators (KPI) will be evaluated a minimum of two times during the life cycle of the call-up: quality, schedule, cost, scope and management and coordination. Performance of each KPI will be evaluated using a 1-4 rating scale. The overall offerors performance rating will be calculated by averaging the scores from the 5 KPI's which becomes their total performance evaluation score.

The rating scale will be applied as follows:

Score 1: Offeror did not meet or had major issues meeting project requirements

Score 2: Offeror had considerable issues meeting project requirements

Score 3: Offeror had minor issues meeting project requirements

Score 4: Offeror met all project requirements

TABLE 1:

Financial Penalties for the Poor Performance	Penalty based on the Reduction in the Ideal Distribution
Total Average Score ≤ 1.5	5% reduction in the ideal distribution
$1.5 < \text{Total Average Score} \leq 2.5$	4% reduction in the ideal distribution
$2.5 < \text{Total Average Score} < 3$	2% reduction in the ideal distribution
If the Offeror receives more than 4 reductions as a result of their performance, they will be taken out of the rotation for a minimum of three months.	

Penalty calculation example:

Offeror X has an Ideal Distribution of 15% which equates to \$600,000 of a \$4,000,000 total. If they receive a total performance evaluation score between 2.5 and 3 a 2% reduction in the ideal distribution will be applied:

$$\$600,000 \times 0.98 = \$588,000 / \$4,000,000 \times 100 = 14.7\%$$

Their new Ideal Pct: **14.7%**

Their new Distribution Est: **\$588,000**

The value of .3% penalty is redistributed between the other Offerors within that Stream to maintain a 100% total distribution.

- (d) An Offeror's Ideal Business Distribution may be impacted if they are providing unsatisfactory service as evaluated through the performance management process described in TABLE 1. The Offeror may also be taken out of rotation if they consistently refuse work without reasonable cause.

7.9 Call-up Instrument

- (a) The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs (ii) and (iii) below.
- (i) Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
- (ii) Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
- PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)
- or

An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery, including contact personal;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$1,200,000.00 CAD (applicable taxes included).

7.11 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 call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions 2035 (2020-05-28), General Conditions - High Complexity - Services
- (e) Annex A, Statement of Work;

- (i) Appendix 1 to Annex A – Stream - Scope of Work
- (f) Annex B, Basis of Payment;
 - (i) Appendix 1 to Annex B – Distribution Standardization
- (g) Annex C, Insurance Requirements;
- (h) Annex D, Security Requirements Check List
- (j) the Offeror's offer dated _____. (*to be inserted at time of issuance*)

7.12 Certifications and Additional Information

7.12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.12.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.13.3 SACC Manual Clauses

SACC Manual clause M3020C (2016-01-28) Status of Availability of Resources – Standing Offer
SACC Manual clause M3082T (2021-10-15) COVID-19 Vaccination Requirement Certification Compliance - Standing Offers

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

7.14 Transition to an e-Procurement Solution (EPS)

- (a) During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.
- (b) Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.
- (c) If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2035C (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract

7.2.2 Supplemental General Conditions

7.2.2.1 Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in the Call-Up document. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax are extra, if applicable.

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.

OR

7.5.1 Basis of Payment – Fixed Time Rate – Ceiling Prices

For the Work described in the Statement of Work at Annex A:

The Contractor will be paid for the Work performed in accordance with the ceiling rates described in Appendix 1 to Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra.

OR

7.5.1 Basis of Payment – Cost reimbursable – Limitation of expenditure

For the Work described in the Statement of Work at Annex A:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Appendix 1 to Annex B, to a limitation of expenditure as specified in the Call-Up document. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17), Limitation of Price

OR

7.5.2 Limitation of Expenditure

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

7.5.3 Method of Payments

SACC Manual clause H1008C (2008-05-12), Monthly Payments

7.5.4 SACC Manual Clauses

SACC Manual clause A9117 (2007-11-30) - T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30) - Time and Contract Price Verification

7.5.5 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): *(to be confirmed at Standing Offer Award)*

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only); or
- (vi) Large Value Transfer System (LVTS) (Over \$25M)

7.6 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (i) A copy of the time sheets to support the time claimed.
- (ii) A copy of the release document and any other documents as specified in the Contract.

- (iii) A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
 - (iv) A copy of the monthly progress reports.
- (b) Invoices must be distributed as follows:
- (i) Invoices will be emailed to the Project Manager, for certification and payment, identified at the time of the call-up.

7.7 Progress Reports

- (a) The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to the Technical Authority. The progress report must contain two parts:
- (i) Part 1: The Contractor must answer the following three questions:
 - A. Is the project on schedule?
 - B. Is the project within budget?
 - C. Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?Each negative response must be supported with an explanation.
 - (ii) Part 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
 - A. A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
 - B. An explanation of any variation from the work plan.
 - C. A description of trips or conferences connected with the Contract during the period of the report.

7.8 Insurance Requirements

- (a) The Contractor must comply with the insurance requirements specified in Annex "C". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (b) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (c) The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.9 SACC Manual Clauses

(Applicable to Stream 1A, 2A and 3A ONLY) - SACC Manual clause A3000C (2014-11-27), Aboriginal Business Certification

7.10 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.11 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

The Contractor must provide resources for each of the below categories.

1. Regional Individual Standing Offer (RISO) Contact (minimum of 15 years' experience):

The RISO Contact role is to be the prime contact with the PWGSC Project Authority(s) overseeing all programs and projects under the standing offer. Responsibilities would include the overall management and control of all schedules, budgets, quality issues and deliverables. The RISO Contact must have a mix of strong communication skills, strong organizational skills, solid technical background, ability to make things happen, ability to lead projects outside their areas of expertise, and a willingness to be responsible for the firm's overall program.

2. Senior Resource (minimum of 10 years' experience):

The role of the Senior Resource is primarily to provide senior level technical assistance to the project team and in some cases to manage projects. The projects undertaken would often involve difficult or complex aspects. The Senior Resource's role is, as required and within their field of specialty, to provide technical guidance, ensure quality control, prepare work plans, conduct assessments, prepare reports, and conduct peer reviews. As a project manager they would also be expected to liaise with client and manage scope, schedule and budget. In limited or highly specialized cases, the Senior Resource may be required to conduct field work.

3. Intermediate Resource (minimum of 5 years' experience):

The Intermediate Resource manages most projects and/or provides technical assistance to the project team. Responsibilities would normally include managing routine projects including but not limited to: client liaison, budgeting, invoicing, schedule management and/or providing specialized technical assistance to the project team. It would also normally include assisting with quality assurance.

4. Junior Resource (minimum of 2 years' experience):

The Junior Resource conducts/assists in field program under the direction of a Senior, Senior Field or Intermediate Resource including but not limited to subsurface investigations, sampling of various media, biological inventories as well as measuring, observing and recording field information. Responsible for following workplans including health and safety plans as directed. The Junior Resource also conducts and manages tasks as directed by the project manager, assists in report preparation including data tabulation and may prepare routine reports for review by senior staff. Responsibilities are normally limited to specific tasks or portions of a project.

5. Senior Field Resource (minimum of 8 years' experience):

The Senior Field Resource's role is to manage the field programs of projects involving difficult or complex aspects under the direction of the project manager. They may also be involved in preparing routine reports or assessments. Responsibilities would normally include the development of work plans and health and safety plans, overseeing difficult or complex field programs and some reporting.

6. CADD/Draftperson (minimum 5 years' experience):

Develops and prepared computer-aided designs, plans, drawings, diagrams or layouts.

7. Administrative Support:

The Administrative role provides project management support services to the project team in the following (but not limited to) categories: billing, word processing, document printing/transfer and other support tasks.

APPENDIX 1 TO ANNEX A

STREAM SCOPE OF WORK

(At award, Stream(s) will be deleted as applicable)

STREAM 1: ECOLOGICAL AND ENVIRONMENTAL ASSESSMENTS and STREAM 1A: ECOLOGICAL AND ENVIRONMENTAL ASSESSMENTS - Aboriginal Set-Aside

1. Requirement

- 1.1 The Department of Public Works and Government Services Canada (PWGSC). Environmental Services and Contaminated sites (ESCS), has a requirement for the provision of environmental services to assist departments in understanding potential environmental impacts of various undertakings on federal properties and to document existing environmental conditions on these properties. Additionally, federal departments may have responsibilities for projects on non-federal properties requiring similar services. The Statement of Work (SOW) will outline the various types of work the Contractor may be requested to perform during the Contract.
- 1.2 The federal properties mentioned above, consist of a variety of uses including office complexes, recreational waterways, national parks, navigation aids, border crossings, military bases, residential properties, airports, correctional institutions, hospitals, research properties, and others.
- 1.3 Understanding and conducting projects on federal properties requires the adherence to federal legislation, regulations and the implementation of best practices to avoid significant impacts to the environment. Projects on federal properties must meet all federal requirements, and will use provincial or municipal requirements for comparison or guidance in the absence of federal legislation. All work must use the most recent, applicable federal and provincial legislation including Regulations, by-laws, Guidelines, Standards, or best practices. PWGSC Departmental Policies and Standards must also be adhered to. When these documents are updated or modified, the updated versions must be followed.
- 1.4 The Contractor must assist federal departments in meeting their responsibilities primarily under the Impact Assessment Act (IAA), the Species at Risk Act (SARA) and Fisheries Act (FA). Resources must be familiar with Provincial, Municipal and Federal legislation and guidance including, but not limited to the following:
 - Impact Assessment Act
 - Species at Risk Act
 - Fisheries Act
 - Migratory Birds Convention Act
 - Canadian Environmental Protection Act, 1999
 - Canada Wildlife Act
 - Ontario Environmental Assessment Act
 - Ontario Endangered Species Act
 - National Master Specifications
- 1.5 The Contractor must be current in their knowledge and use of applicable legislation, policies and guidelines. They will be expected to review and interpret legislation, best practices, collect data, and prepare reports which document the methodology, findings and recommendations of their projects. The Contractor must also provide advice and recommendations regarding environmental legislation or regulations and best management practices.
- 1.6 The Contractor may be required to engage with First Nations communities to determine if there are opportunities within a specific project context to employ local First Nations in the completion of project tasks.

2. Scope of Work

Depending on the site-specific requirements and environmental considerations, the Contractor must carry out assessments, surveys and develop plans including but not limited to the following Project Categories:

2.1 Biological Studies

- (a) The Contractor is expected to be able to gather baseline information and data gap analysis prior to assessments and/or during and after project activities. Activities that will be conducted as part of biological studies include but are not limited to:
- ecological land classification,
 - habitat assessments,
 - development of management plans (including forest management plans, wildlife management plans, integrated pest management plans and others as required related to the natural environment.
 - wildlife (aquatic, terrestrial and avian) surveys,
 - species at risk assessments,
 - water quality surveys,
 - air quality surveys (including noise) and other studies that are related to the natural environment
 - Obtain necessary permits as required to conduct the work (SARA permits, CWA permits, Fisheries Act permits, etc).
- (b) The Contractor must have experience in each of the following sub-categories as it relates to the above listed activities and activities specified under each sub-category:
- (i) Avian Studies:
- Conducting breeding bird surveys
- (ii) Terrestrial Studies:
- Conducting herpetofaunal surveys
 - Conducting vegetation (including tree) surveys
- (iii) Aquatic Studies:
- Conducting fish and fish habitat surveys,
 - Conducting benthic studies.
 - Conducting spawning surveys.
- (iv) Species at Risk:
- Develop and review site specific species-at-risk management plans
 - Review species-at-risk recovery strategies, action plans and management plans developed under SARA or the provincial ESA.
 - Using critical habitat criteria (from Recovery Strategies and Action Plans) to map potential critical habitat or suitable habitat on a project site.

2.2 Impact Assessment and Environmental Effects Evaluation

- (a) Prepare or review reports pursuant to IAA requirements.
- (b) Conduct socio-economic assessments related to proposed project activities.
- (c) Consult and coordinate with federal, provincial, regional/local jurisdictions, aboriginal groups and other stakeholders with regard to information gathering and anticipating the potential impacts of proposed projects and/or required studies.
- (d) Prepare communication materials and conduct stakeholder, public, aboriginal consultation and communication.
- (e) Prepare material for posting on the Canadian Impact Assessment Registry
- (f) Conduct Strategic Environmental Assessments.

2.3 Environmental Monitoring

- (a) Conduct and review project specific environmental studies related to project activities including, but not limited to, sediment and erosion control plans, environmental protection plans, storm water management plans, spill response plans, and fish habitat compensation plans.

-
- (b) Prepare and implement environmental effects and mitigation monitoring plans and follow-up programs for reporting and inclusion in specifications.

2.4 Other

- (a) Conduct archaeological assessments as well as other heritage/cultural assessments.
- (b) Conduct peer review of reports and studies undertaken by others.
- (c) Prepare training and presentation materials that pertain to environmental assessment and related environmental legislation for delivery to federal employees and/or for information purposes.
- (d) Provide expert advice and support related, but not limited to, litigation, negotiations, compensation and similar matters.
- (e) Public Consultation and stakeholder engagement.
- (f) Preparation of documents, plans and specifications in both Official Languages.

STREAM 2: ENVIRONMENTAL MANAGEMENT OF FEDERAL FACILITIES and STREAM 2A: ENVIRONMENTAL MANAGEMENT OF FEDERAL FACILITIES - Aboriginal Set-Aside

1. Requirement

- 1.1 The Department of Public Works and Government Services Canada (PWGSC). Environmental Services and Contaminated sites (ESCS), has a requirement for the provision of environmental services to conduct a variety of assessments, audits, surveys and oversight activities related to the environmental management of federal facilities in Ontario. Additionally, federal departments may have responsibilities for projects on non-federal properties requiring similar investigation The Statement of Work (SOW) will outline the various types of work the Consulting Firm may be requested to perform during the Contract.
- 1.2 The federal facilities will consist of buildings such as office buildings, military bases and training areas, residential properties, airports, correctional institutions, schools, hospitals, reserves, and research laboratories.
- 1.3 The environmental management of federal facilities involves the adherence to federal legislation, regulations and the implementation of best practices to demonstrate due diligence. Projects in federal facilities must meet all federal requirements, and will use provincial and/or municipal for comparison or guidance in the absence of federal legislation. All work must be competed using the most recent, applicable federal and provincial legislation including Regulations, by-laws, Guidelines, Standards, or best practices. PWGSC Departmental Policies and Standards must also be adhered to. When these documents are updated or modified, the updated versions must be followed.
- 1.4 The Consulting Firm must assist federal departments in meeting their responsibilities primarily under the *Canada Labour Code* and *Canadian Environmental Protection Act, 1999*. PWGSC requires the Consulting Firm to be familiar with Provincial, Municipal and Federal legislation and guidance including, but not limited to the following:
 - Canada Labour Code, Part II
 - Ontario's Occupational Health and Safety Act
 - Canadian Occupation Health and Safety Regulations
 - Canada Water Act
 - Surface Coating Regulations
 - Transportation of Dangerous Goods Act
 - Health Canada Guidelines for Canadian Drinking Water Quality (GCDWQ)
 - Clean Water Act
 - Safe Drinking Water Act
 - Ontario's Drinking Water Quality Management Standard (DWQMS)
 - Canadian Council of Ministers of the Environment (CCME) Canadian Environmental Quality Standards
 - National Master Specifications
 - Canadian Environmental Protection Act, 1999
 - Federal Halocarbon Regulations, 2003
 - Environmental Emergency Regulations
 - PCB Regulations
- 1.5 The Consulting Firm must be current in their knowledge and use of applicable legislation, policies and guidelines. They must review and interpret legislation, best practices, review analytical results, and prepare reports which document the methodology, findings and recommendations of their projects. The development and delivery of training on topics related to this SOW may also be required.
- 1.6 All laboratories used for performing analysis must be members of the Canadian Association for Laboratory Accreditation (CALA) or have Standards Council of Canada (SCC) Accreditation for the type of analysis being performed. If CALA or SCC accreditation for a specific parameter is not available, equivalent accreditation bodies such as National Voluntary Laboratory Accreditation Program (NVLAP), or AIHA (American Industrial Hygiene Association) Laboratory Accreditation Programs (AIHA-LAP, LLC) will be accepted if they are accredited for the specific parameter being analyzed.
- 1.7 The Contractor may be required to engage with First Nations communities to determine if there are

opportunities within a specific project context to employ local First Nations in the completion of project tasks.

2. Scope of Work

Depending on the site-specific considerations and environmental consideration, The Consulting Firm may be retained to carry out studies, assessments, surveys and audits including but not limited to the following Project Categories:

2.1 Designated Substances and Hazardous Materials

The types of projects in this category may include, but are not limited to, general designated substances and hazardous materials surveys, lead and asbestos management plans, hazardous materials inventories, hazardous and non-hazardous waste management, project-specific designated substances and hazardous materials surveys and the development of the scope of work for lead and asbestos abatement projects including the preparation of specifications, conducting, supervising, coordinating and documenting abatement activities. The Consulting Firm will also be required to provide recommendations and advice to PWGSC related to these activities.

2.2 Air Quality

The types of projects in this category may include, but are not limited to, mould assessments, indoor air quality assessments, radon assessments, air emission monitoring and the development of the scope of work for mould abatement projects including the preparation of specifications, conducting, supervising, coordinating and documenting abatement activities. The Consulting Firm will be required to provide recommendations and advice to PWGSC related to these activities.

2.3 Potable Water

- (a) The types of projects in this category include, but are not limited to, assessments of the quality and quantity of potable, non-potable, raw, treated, waste water streams at federal facilities, water audits, water well installation and decommissioning, pump tests and aquifer investigations, and water audits, water system assessments systems (source to end-user; including treatment devices and distribution systems) and development of the scope of work for well installation and decommissioning projects including the preparation of specifications, conducting, supervising, coordinating and documenting activities.
- (b) Water sources are expected to include municipal, communal, shared, and individual private well systems. The Consulting Firm will be required to provide recommendations and advice for improvements in current operating systems and sources.

2.4 Environmental Management and Compliance

The types of projects in this category include, but are not limited to, general facility audits and environmental baseline studies, detailed environmental audit, provision of procedures, action plans and other recommendations to upgrade non-compliance and non-conformance items highlighted in audits. These tasks may include and are not limited to, PCBs, chlorinated solvents, halocarbons, ozone depleting substances, emergency response plans and integrated pest management. Projects may also involve the review and creation of environmental management systems, wastewater management and solid-waste management. The purpose of these projects is to identify and document significant environmental aspects and operations which are regulated or affected by applicable environmental legislation and federal government Policies, Guidelines, Codes and Best Management Practices and their degree of compliance.

2.5 Other

- (a) Conduct peer review of reports and studies undertaken by others.
- (b) Prepare training and presentation materials that pertain to environmental management and related environmental legislation for delivery to federal employees and/or for information purposes.
- (c) Provide expert advice and support related, but not limited to, litigation, negotiations, compensation and similar matters.
- (d) Public Consultation and stakeholder engagement.
- (e) Preparation of documents, plans and specifications in both Official Languages.

STREAM 3: CONTAMINATED SITES CONSULTING SERVICES and STREAM 3A: CONTAMINATED SITES CONSULTING SERVICES - Aboriginal Set-Aside

1. Requirement

- 1.1 The Department of Public Works and Government Services Canada (PWGSC). Environmental Services and Contaminated sites (ESCS), has a requirement for the provision of environmental services to conduct a variety of assessments and oversight activities related to the management of Federal Contaminated Sites. The Statement of Work (SOW) will outline the various types of work the Contractor may be requested to perform during the Contract including, but not limited to, conducting environmental site assessments, risk assessments, design and supervision of site remediation projects and other related services. General information on the Management of Federal Contaminates sites may be found at Contaminated sites - Canada.ca www.canada.ca/en/services/environment/pollution-waste-management/contaminated-sites.html
- 1.2 The Contractor may be required to engage with First Nations communities to determine if there are opportunities within a specific project context to employ local First Nations in the completion of project tasks.
- 1.3 Preparation of documents, plans and specifications in both Official Languages.

2. Scope of Work

Depending on the site-specific considerations and environmental issues in hand, The Contractor may be required to carry out all or part of the following studies and services including but not limited to the following Project Categories:

2.1 Screening Level Reviews

- (a) Review reports for the site to identify historical environmental issues previously identified.
- (b) Conduct limited interviews with people with present knowledge of the site operations.
- (c) If required, conduct an inspection of the exterior of the property for evidence of possible environmental concerns such as staining, debris and tanks as well as environmental issues identified previously, if accessible from the exterior of the buildings, to determine whether those issues remain, have been remedied or have become a more significant concern.
- (d) Compile a summary of findings and recommend whether a full Phase I Environmental Site Assessment (ESA) is required.
- (e) Full historical reviews, tenant interviews and interior building inspections are not included part of Screening Level Reviews.

2.2 Phase I Environmental Site Assessment

- (a) Phase I ESAs investigations consist of a compilation and review of all available information regarding the site including historical information. Information gathering will include, but is not limited to:
 - (i) Information related to any past or present potential environmental issues (storage tanks, fire training areas, waste disposal areas, etc.);
 - (ii) The site characteristics (example; site geology, surface water and groundwater, soils, sediments, utilities, services, setting and adjacent land use); and
 - (iii) The historical background of the site including land title search and aerial photos.
- (b) Phase I ESA will also include a site reconnaissance to determine any visible signs of contamination and to characterize the general extent of contamination, to the extent possible without use of intrusive methodologies. Adherence to Canadian Standards Association Standard Z768 to perform the work is mandatory. In addition to the standard Phase I ESA requirements, the site visit may also entail some representative sampling (soils, sediment, surface water, building materials such as paints, asbestos, and other media) and laboratory testing (example; 'Enhanced' Phase I ESA) on a site specific basis at the discretion of the Technical authority.

- (c) Portions of the project requirements may be modified at the discretion of the Technical authority based on project specific requirements (example; Land titles searches may not be required in instances where this task has already been carried out by PWGSC or the Client department).
- (d) A report outlining the findings of the Phase I ESA with recommendations and cost estimate for further work, if required, will be produced.

2.3 Phase II Environmental Site Assessment

- (a) A Phase II ESA confirms the absence, or presence and nature of contamination, usually through a sampling, and laboratory analysis program.
- (b) A Phase II ESA is performed in response to recommendations outlined in the Phase I ESA and includes the intrusive sampling of various impacted media at all areas of potential environmental concern (APEC) and analytical testing to confirm the concentration of contaminants of potential concern (COPC) in relation to the Canadian Council of Ministers of the Environment (CCME) Environmental Quality Guidelines (EQG). Where CCME EQG do not exist, environmental guidelines or standards from other jurisdictions (example; Provincial and Territorial) may be applied. Adherence to Canadian Standards Association Standard -CAN/CSA-Z769-00 (R2018) to perform the work is mandatory.
- (c) Phase II ESAs consist of field investigations that may involve geophysical surveys, test pitting, sediment sampling, storage tank site assessments, borehole drilling, and/or the installation of groundwater monitoring wells, as well as other site specific tasks. The field program should provide sufficient information for the evaluation of any site contamination by characterizing soil, surface and bedrock geology, sediment, hydrology, hydro- geology and other relevant environmental components.
- (e) The results of the investigation and laboratory analysis should then be assessed to confirm the presence of contamination and identify the type of impacts on-site.
- (f) Consideration should be given to such factors as potential for migration and off-site contamination, background levels, magnitude and number of exceedances.
- (g) If possible, the results of the investigation are used to determine the extent of any surface and/or subsurface contamination associated with the area of investigation. However, a Phase III ESA may be required to delineate contamination.
- (h) Site plans and subsurface profiles would be produced to assist in characterizing and possibly delineating the contamination and migration patterns, if applicable. Conceptual site models will also be required to emphasize the type and extent of subsurface contamination, define the pathways for contaminant migration and identify potential receptors.
- (i) A report outlining the findings of the Phase II ESA and recommendations for further work, if required, will be produced. A substantive cost estimate for any additional site assessment work required is to be included with recommendations.
- (j) The Phase II ESA will gather the mandatory information required for reporting to the Federal Contaminated Sites Inventory, including a classification or ranking completed in accordance with the FCSAP Contaminated Site Classification. This classification may need to be updated after completion of the Phase III ESA.
- (k) Some client departments may also require that department specific data sheets be completed to assist the department in reporting site information into the Federal Contaminated Sites Inventory.

2.4 Phase III Environmental Site Assessment

- (a) Phase III ESAs include additional field sampling and laboratory analysis to further define the extent of contaminants identified on-site during the Phase II ESA.
- (b) A detailed characterization of the site will be completed in order to assess chemical movement along various pathways and the resultant human and environmental exposures.
- (c) The detailed investigation will delineate boundaries of contamination found during the Phase II ESA.

- (d) An examination and definition of areas of unknown subsurface anomalies will be undertaken in areas that have been identified through remote sensing or geophysical techniques.
- (e) If required, collection of additional infrastructure data that will be required to demolish, clean, stabilize and isolate man-made structures on the site (example; buildings, tanks, pits and lagoons) or facilitate remediation or reclamation of the site may be required.
- (f) Collect all site information required to further assess clean-up criteria and assess the feasibility of various remedial options and associated costs necessary to attain preferred end land use.
- (g) A report outlining the findings of the Phase III ESA and recommendations for further work, if required, will be produced. This document may be presented in a single document or under separate cover at the discretion of the Technical authority. This document will include, as required, one or more of the following:
 - (i) A substantive cost estimate for additional investigation;
 - (ii) Preparation of remedial options evaluation;
 - (iii) Remedial action plan.

2.5 Human Health and Ecological Risk Assessment

- (a) Work required may include assessing the risks to human health and ecological health, and may take the following:
 - (i) Preliminary Quantitative Risk Assessment for Human Health (PQRA);
 - (ii) Screening Level Ecological Risk Assessment (SLERA);
 - (iii) Human Health and Ecological Risk Assessment (HHERA);
 - (iv) Site Specific Risk Assessment (SSRA);
 - (v) Detailed Quantitative Risk Assessment (DQRA); and
 - (vi) Human Health and Ecological Risk Assessment under Ontario Regulation (O. Reg.) 153/04, as amended.
- (b) Depending on the site-specific considerations and environmental issues at hand, The Contractor may be retained to perform all or part of the following tasks but not limited to:
 - (i) Review all previous site information and reports.
 - (ii) Analyze existing information and identify any significant gaps in data required to complete a risk assessment.
 - (iii) Conduct a site reconnaissance to determine, understand and/or verify relevant risk information including such characteristics as site access, site usage, potential human and ecological receptors, additional exposure pathways, habitat assessments and visible signs of ecological stress.
 - (iv) Identify appropriate human and ecological receptors through available information, relevant literature and/or field observations.
 - (v) Develop, update or revise a conceptual site model for a contaminated site.
 - (vi) Design and implement a sampling plan to collect additional samples (soils, sediment, benthic, invertebrates, groundwater and surface water, indoor air, etc.) to eliminate data gaps from previous assessments and/, provide additional data to reduce assumptions. All sampling should be completed following Volume 1 through 4 of CCME's Guidance Manual for Environmental Site Characterization in Support of Environmental and Human Health Risk Assessment.
 - (vii) Collect ecological samples of plants, animals, fish and insects, as required.
 - (viii) Conduct quantitative and qualitative assessments for both human and ecological receptors, considering all COPCs and all applicable exposure pathways. Where possible, risk assessments are required to follow the most current available federal risk assessment protocols developed by CCME, Health Canada, Environmental Canada and Climate Change and the Department of Fisheries and Ocean. For risk assessments involving sediments or for sediment toxicity studies the work shall follow the Canada-Ontario Agreement: Contaminated Sediment

Assessment Decision-Making Framework and the Framework for Addressing and Managing Aquatic Contaminated Sites under the FCSAP.

- (ix) In some cases (example; federal property is transferred to the province of Ontario or a municipality), a Record of Site Condition (RSC) may be required. In these cases the risk assessment and supporting documentation will need to meet the requirements set-out in O.Reg. 153/04 – Record of Site Condition Regulation, as amended from time to time. The Contractor may be expected to submit the resulting RSC on behalf of PWGSC or the federal client department.
- (x) Develop and assist in implementing remedial action plans, risk management measures and remediation strategies, following the completion of the risk assessment.
- (xi) Provide a NCSCS 2008 score for the site and/or complete a Site Closure Tool.
- (xii) Peer review risk assessments or related reports prepared by others.
- (xiii) Other related work as required.

2.6 Remediation and Risk Management Measures

- (a) The Contractor may be required to assist in developing and implementing environmental remedial options evaluations and risk management plans including site investigation, identification of significant aspects, preparation of detailed procedures, preparation of plans and drawings, specifications briefs, options and recommendations, tendering documentation as per PWGSC approved National Master Specifications (NMS) standards and remedial cost estimates (indicative and substantive).
- (b) In some cases, The Contractor may also be required to coordinate, supervise, monitor and verify site conditions during environmental remedial activities. Furthermore, the Contractor may be required to undertake minor remedial projects, such as removal of debris and removal of leaking underground storage tanks.
- (c) The Contractor may be required to complete all or parts of the following tasks:
 - (i) Identify significant gaps in the delineation of contaminants at a site prior to remediation.
 - (ii) Provide or review indicative cost estimates of proposed remediation projects including estimates of volumes of media impacted by a contaminant of concern.
 - (iii) Design project specification briefs and associated tendering documentation for use by PWGSC, using PWGSC established NMS standards in the approved NMS-Edit Professional software format.
 - (iv) Ensure any risk mitigation measures required or recommended from IAA requirements are included in the project tendering documentation.
 - (v) Provide assistance to PWGSC during the tendering process of remediation/risk management measures projects, for example when responding to requests for clarification and issuing addenda.
 - (vi) Provide oversight and monitoring of remediation activities including tender specification enforcement and daily site management and activity reports.
 - (vii) Plan and conduct appropriate confirmatory sampling prior to and during the completion stage of remediation or after risk management measures have been put in place.
 - (viii) Prepare a closure report upon completion of the remedial work documenting and certifying the remediation activities and or risk management measures implemented and to outline current conditions of the site.
 - (ix) Make recommendations for long and short-term monitoring post-remediation or post-risk management measures implementation.
 - (x) NCS score updates and SCT to close projects under the Federal Approach to Contaminated Site Management (10 Step process).
 - (xi) Process a Record of Site Condition following Remediation and Risk Management under O.Reg. 153/04 as amended from time to time.

2.7 Contaminated Sediment Assessment

- (a) The Contractor is required to assist in the assessment of contaminated sediments.
- (b) The Contractor is required to complete all or parts of the following tasks:
 - (i) Review all previous site information and reports.
 - (ii) Analyze existing information and identify any significant gaps in data required to complete the sediment assessment.
 - (iii) Develop, update or revise a conceptual site model for a contaminated site.
 - (iv) Identify Contaminants of potential concern.
 - (v) Identify Receptors of potential concern and Exposure pathways.
 - (vi) Design and implement a sampling and analysis plan to collect and analyze samples (sediment, surface water, benthic, invertebrates, etc.) to confirm the absence, or presence and nature of contamination.
 - (vii) Assess sediment toxicity.
 - (viii) Determine appropriate reference areas/locations and their characteristics.
 - (ix) Collect additional data to delineate the extent (vertical and/or lateral) of contaminated sediments and/or to eliminate data gaps from previous assessments. All sampling should be completed following Volume 1 through 4 of CCME's Guidance Manual for Environmental Site Characterization in Support of Environmental and Human Health Risk Assessment. This may also include consideration and implementation of a weight of evidence (WOE) approach to assess contaminated sediments.
 - (x) Conduct an assessment of contaminated sediment in accordance with the "*Canada-Ontario Decision-Making Framework for Assessment of Great Lakes Contaminated Sediment*" (*Environment Canada & Ontario Ministry of the Environment, 2008*) and/or the "*Framework for Addressing and Managing Aquatic Contaminated Sites Under the Federal Contaminated Sites Action Plan (FCSAP)*" (FCSAP, 2019).
 - (xi) Complete the FCSAP Aquatic Sites Classification System (ASCS).
 - (xii) Peer review sediment assessments or related reports prepared by others.
 - (xiii) Determine an appropriate action with regard to contaminated sediment management or clean-up.
 - (xiv) Other related work as required.

2.8 Waste Handling, Transport & Disposal

All generated waste, including soil cuttings and/or purged groundwater generated during intrusive investigations, will be removed from the project site in a timely manner upon completion of the field work program and disposed of in accordance with the applicable provincial and/or federal regulations. Documentation from the waste receiver acknowledging acceptance of the wastes generated from the project site are to be submitted to PWGSC.

2.9 Other Works

- (a) Other studies and services may be required in order to facilitate or undertake work related to ESAs, Risk Assessment and/or Remediation such as, but not limited to, the following:
 - (i) Designated Substances Survey;
 - (ii) Biological Studies and Investigations;
 - (iii) Geotechnical and Geophysical Assessments;
 - (iv) Marine Hydrographic;
 - (v) Bathymetric Surveys;
 - (vi) Structural Assessments;
 - (vii) Demolition Assessment and Waste Survey;
 - (viii) Archeological Assessments;

- (ix) Litigation Support related to contaminated site work;
- (x) Peer Review of various contaminated sites projects;
- (xi) Contaminated Sites Program coordination;
- (xii) Preparing guidance, training and presentation materials that pertain to contaminated sites for delivery to federal employees and/or for information purposes;
- (xiii) Delivering training;
- (xiv) Federal Contaminated Site Action Plan (FCSAP) related program and process studies and project reviews;
- (xv) Public Consultation, stakeholder engagement and/or Indigenous engagement;
- (xvi) Bench/Pilot Scale Studies in support of Remedial Options Evaluations and/or Remedial Action/Risk Management Plans; and
- (xvii) Climate change considerations.

2.10 Federal Reporting Requirements

- (a) The Contractor, when required, will be responsible for completing or updating a National Classification System for Contaminated Sites (NCSCS) site classification for each identified Area of Potential Environmental Concern or Area of Environmental Concern. Procedures for performing a National Classification System for Contaminated Sites site classification are provided in Canadian Council of Ministers of the Environment National Classification System for Contaminated Sites, Guidance Document, 2008. (www.ccme.ca/files/Resourcs/csm/pn_1403_ncscs_guidance_e.pdf)
- (b) If a site is located in or near a water body, then the Federal Contaminated Sites Action Plan (FCSAP) Aquatic Sites Classification System (ASCS) will be used instead of the National Classification System for Contaminated Sites (to be provided upon request).
- (c) The Contractor, when required, will complete the FCSAP site closure tool (SCT) which consists of minimum requirements for documenting the closure of remediated or risk managed federally contaminated sites funded by the FCSAP program. It provides consistent evaluation criteria or conditions that determine when a site can be considered closed.
- (d) The Contractor, when required, will complete or update the Federal Contaminated Sites Inventory (FCSI) database. Procedures for entering information into the Federal Contaminated Sites Inventory database are provided in Treasury Board Federal Contaminated Sites Inventory (FCSI) Input Guide, (2016) (to be provided upon request).
- (e) The Contractor, when required, will be responsible for developing or updating an indicative estimate of liability or contingent liability for all sites on the property. These liability estimates must use the following:
 - (i) Remediation Liabilities Related to Contaminated Sites: A Supplement to the Financial Information Strategy (FIS) Manual (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=20888>).
 - (ii) TBS Accounting Standard 3.6 Contingencies (March 2006) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12181>).
 - (iii) Canadian Council of Ministers of the Environment Recommended Principles on Contaminated Sites Liability – Recommended Principles on Contaminated Sites Liability (https://ccme.ca/en/res/principles_csl_e.pdf)
- (f) Provision of specifications under this stream will require specification writing/review from an individual who has completed the three Construction Specifications Canada (CSC) courses listed below (minimum requirement), or who carries or is eligible for a RSW or CSP certification:
 - (i) Principles of Construction Documentation
 - (ii) Specifier 1
 - (iii) Specifier 2
- (g) Provision of Design drawings will be completed and reviewed by the Contractor's Senior Technologist with experience with AutoCAD or equivalent design program. All files to be compatible with Microsoft® Operating Systems, the CADD drawing format required for drawings is the AutoCAD® native format

DWG file CADD format – See PWGSC National CADD Standard for more details at (<http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html>)

- (h) All laboratories used for performing analysis must be members of the Canadian Association for Laboratory Accreditation (CALA) or Standards Council of Canada (SCC). If CALA or SCC accreditation for a specific parameter is not available, the Contractor must provide the appropriate accreditation upon acceptance of technical authority at the time of the call-up.

ANNEX B BASIS OF PAYMENT

Note: If Offerors are bidding on more than one stream, Offerors must provide a separate financial proposal for each stream. This italic wording will be removed upon issuance of the RISO.

Stream: _____ **Offeror:** _____

1. Standing Offer Period – Year 1 and Year 2: April 1, 2022 to March 31, 2024

A. LABOUR will be charged at **firm hourly rates**, inclusive of overhead and profit, in accordance with the following:

#	Category	Firm Hourly Rate for Standing Offer Year 1	Firm Hourly Rate for Standing Offer Year 2
1	RISO Contact	\$ _____ /hr	\$ _____ /hr
2	Senior Resource	\$ _____ /hr	\$ _____ /hr
3	Intermediate Resource	\$ _____ /hr	\$ _____ /hr
4	Junior Resource	\$ _____ /hr	\$ _____ /hr
5	Senior Field Resource	\$ _____ /hr	\$ _____ /hr
6	CADD/Draftperson	\$ _____ /hr	\$ _____ /hr
7	Admin Support	\$ _____ /hr	\$ _____ /hr

Note: The proposed firm hourly rate will apply to all of the resources proposed for that particular labour category, a single charge-out rate must be offered for each category (i.e., each person in that category will be charged out at the same rate.)

B. DIRECT CHARGES will be charged at actual cost with no mark-up and no provision for profit. **Refer to Disbursement Standardization, Appendix 1 to Annex B for further information**. Offerors are **not** expected to provide an estimate of these costs at this time. The amount of allowable direct charges will be determined at the time of each call-up.

1. Equipment
2. Rentals
3. Materials, Supplies, Instrumentation, Components, Miscellaneous
4. Subcontracts
5. Travel and Living Expenses - National Joint Council Travel Directive: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle 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".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

(Note: travel and living expenses quoted by NJC include HST. Need to separate when submitting invoices to Environmental Services).

2. Standing Offer Option Period 1 – Year 3: April 1, 2024 to March 31, 2025

A. LABOUR will be charged at **firm hourly rates**, inclusive of overhead and profit, in accordance with the following:

#	Category	Firm Hourly Rate for Standing Offer Year 3
1	RISO Contact	\$ _____ /hr
2	Senior Resource	\$ _____ /hr
3	Intermediate Resource	\$ _____ /hr
4	Junior Resource	\$ _____ /hr
5	Senior Field Resource	\$ _____ /hr
6	CADD/Draftperson	\$ _____ /hr
7	Admin Support	\$ _____ /hr

Note: The proposed firm hourly rate will apply to all of the resources proposed for that particular labour category, a single charge-out rate must be offered for each category (i.e., each person in that category will be charged out at the same rate.)

B. DIRECT CHARGES will be charged at actual cost with no mark-up and no provision for profit. **Refer to Disbursement Standardization, Appendix 1 to Annex B for further information.** Offerors are **not** expected to provide an estimate of these costs at this time. The amount of allowable direct charges will be determined at the time of each call-up.

1. Equipment
2. Rentals
3. Materials, Supplies, Instrumentation, Components, Miscellaneous
4. Subcontracts
5. Travel and Living Expenses - National Joint Council Travel Directive: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle 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".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

(Note: travel and living expenses quoted by NJC include HST. Need to separate when submitting invoices to Environmental Services).

3. Standing Offer Option Period 2 – Year 4: April 1, 2025 to March 31, 2026

A. LABOUR will be charged at **firm hourly rates**, inclusive of overhead and profit, in accordance with the following:

#	Category	Firm Hourly Rate for Standing Offer Year 4
1	RISO Contact	\$ _____ /hr
2	Senior Resource	\$ _____ /hr
3	Intermediate Resource	\$ _____ /hr
4	Junior Resource	\$ _____ /hr
5	Senior Field Resource	\$ _____ /hr
6	CADD/Draftperson	\$ _____ /hr
7	Admin Support	\$ _____ /hr

Note: The proposed firm hourly rate will apply to all of the resources proposed for that particular labour category, a single charge-out rate must be offered for each category (i.e., each person in that category will be charged out at the same rate.)

B. DIRECT CHARGES will be charged at actual cost with no mark-up and no provision for profit. **Refer to Disbursement Standardization, Appendix 1 to Annex B for further information.** Offerors are **not** expected to provide an estimate of these costs at this time. The amount of allowable direct charges will be determined at the time of each call-up.

1. Equipment
2. Rentals
3. Materials, Supplies, Instrumentation, Components, Miscellaneous
4. Subcontracts
5. Travel and Living Expenses - National Joint Council Travel Directive: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle 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".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

(Note: travel and living expenses quoted by NJC include HST. Need to separate when submitting invoices to Environmental Services).

APPENDIX 1 TO ANNEX B

Disbursement Standardization

1. Equipment & Rentals

Disbursement Items	Examples of Inclusionary items	Maximum Allowable Unit Rate	Variations	Remarks
Air Sampling Equipment		Negotiable: Daily or Weekly		
Sampling Equipment	duct tape, gloves, axe, crowbar, drill, hammer, knife, measuring tape, screwdrivers, pails, stakes, shovel, trowel, hand auger	No charge	No charge	Items that are not project specific (i.e. Are not solely required for this job, and that will be used by the consultant for future projects) should not be charged to PWGSC projects. Considered as overhead. Project specific and/or specialized field equipment must be pre-negotiated with PWGSC project manager
Field Equipment / Health and Safety	boot covers, cartridges, coveralls, 1/2 face masks, work gloves, goggles, sunscreen, rain jackets, bug jackets, life jackets, etc	No charge	No charge	Items that are not project specific (i.e. Are not solely required for this job, and that will be used by the consultant for future projects) should not be charged to PWGSC projects. Considered as overhead. Project specific and/or specialized H&S equipment required on a project specific basis must be pre-negotiated with PWGSC project manager
Field Equipment (consumables)	Nitrile gloves, re-sealable bags, ice	At cost		Items that will be used and consumed in their entirety by the consultant on the project and cannot be used by the consultant on future projects
Camera		No Charge	No charge	Overhead
GPS Unit		\$20/day	\$75/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultant's firm can be recovered with receipts
Combustible Gas Meter	Gastech, etc.	\$90/day	\$300/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company

				outside of the consultants firm can be recovered with receipts.
Photoionization Detector		\$75/day	\$240/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Oil/Water Interface Probe		\$30/day	\$100/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Water Level Meter		\$15/day	\$60/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Sampling Containers		No charge	No charge	If laboratory fee applies for specialized sampling containers for specific analysis, this must be pre- identified in the consultant's proposal and the receipt submitted from the lab for cost recovery.
Survey Equipment	Laser level	\$50/day	\$200/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Water Quality Meter with flow through cell	Horiba U-22; Horiba U-52; Hanna 9828; YSI 556 MPS	\$100/day	\$300/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.
Submersible Pump		\$100/day	\$300/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a

				company outside of the consultants firm can be recovered with receipts.
Peristaltic Pump		\$30/day	\$100/week	Max allowable rates are for equipment owned by the consultant. Costs for equipment that is rented from a company outside of the consultants firm can be recovered with receipts.

2. Materials and Supplies

Disbursement Items	Examples of Inclusionary items	Maximum Allowable Unit Rate	Variations	Remarks
Computer use, report PDF		no charge	no charge	Overhead
Final Reports - >5 copies of final report; black and white		\$0.15/pg		Regardless if printed in house or subcontracted
Final Reports - >5 copies of final report; colour		\$1.00/pg		Regardless if printed in house or subcontracted
Final Reports Drawings and Plans - >5 copies & plans greater than 11 x 17		At Cost		
Final Reports - USB Keys		\$7/each		
Mobile phones (including long distance)		no charge	no charge	Overhead
Courier/ Mail of reports		no charge	no charge	Overhead

ANNEX C

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

- A. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
- B. The Commercial General Liability policy must include the following:
- (i) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (ii) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (iii) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (iv) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (v) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (vi) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (vii) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (viii) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
 - (ix) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (x) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (xi) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (xii) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (xiii) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - (xiv) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,*

284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Environmental Impairment Liability Insurance

- A. The Contractor must obtain Type 4: "Contractors Professional Liability" insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
- B. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- C. The Type 4: "Contractors Professional Liability" policy must include the following:
 - (i) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - (ii) Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - (iii) Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (iv) Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (v) Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - (vi) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

3. Automobile Liability Insurance

- A. The Contractor must obtain Automobile Liability Insurance and maintain it in force throughout the duration of the Contract in an amount usual for a contract of this nature, but, for not less than \$2,000,000 per accident or occurrence.
- B. The policy must include the following:
 - (i) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - (ii) Accident Benefits - all jurisdictional statutes
 - (iii) Uninsured Motorist Protection
 - (iv) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation
EQ447-220532/A
Client Ref. No. - N° de réf. du client
EQ447-220532

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-1-44067

Buyer ID - Id de l'acheteur
tor024
CCC No./N° CCC - FMS No./N° VME

ANNEX D
SECURITY REQUIREMENTS CHECK LIST

See attached.

ANNEX 'E' to PART 4 OF THE REQUEST FOR STANDING OFFERS MANDATORY TECHNICAL EVALUATION CRITERIA

- a) The Phased Bid Compliance Process will apply to all mandatory technical criteria.
- b) Offerors may submit an Offer for any or all Streams, however a separate AND complete offer is required for each Stream.
- c) Offerors are requested to utilize the unique number and associated title of each mandatory and point-rated criteria in their responses. Offerors are requested to indicate where the respective criteria is met by entering the location (e.g. volume number, page number, etc.) in the "Cross Reference to Proposal" column.

STREAM 1: ECOLOGICAL AND ENVIRONMENTAL ASSESSMENTS

1. Mandatory Technical Evaluation Criteria

The Offeror must provide documentation and demonstrate in the offer that they meet each and every criterion. **Failure to provide supporting documentation will result in the offer being deemed non-responsive.**

1.1 CORPORATE EXPERIENCE

#	Mandatory Technical Criteria	Cross Reference to Proposal
M1	<p>The Offeror must demonstrate that they have a minimum of five (5) years' experience, within the last 10 years, from the date of solicitation closing, performing services in each of the following Ecological and Environmental Assessment industry categories:</p> <ol style="list-style-type: none"> 1. Biological Studies; 2. Species at Risk; 3. (Environmental) Impact Assessment and Environmental Monitoring; and 4. Technical Reviews and Training Development/Provisions. <p><i>To demonstrate compliance, the Offeror must provide a list of their completed projects for the above assessment categories that includes the following information:</i></p> <ol style="list-style-type: none"> a) Project category; b) Project location(city, province/territory/state, country); c) Project start date and completion date (DD/MM/YYYY); and d) Name of the client organization. 	
M2	<p>The Offeror must demonstrate, through projects, that they have experience in the Ecological and Environmental Assessment industry performing services in the following three project categories. The number of required projects per project category have been identified below:</p> <ol style="list-style-type: none"> 1. Biological Studies <ul style="list-style-type: none"> o Avian Studies (1 project) o Terrestrial Studies (1 project) o Aquatic Studies (1 project) o Species at Risk Studies (1 project) 2. Environmental Impact Assessment <ul style="list-style-type: none"> o CEAA 2012 related project (3 projects) o IAA related project (1 project) 3. Environmental Monitoring (2 projects) <p><i>To demonstrate compliance, proposed projects must have been completed by the Offeror in the last 10 years from the date of solicitation closing and each proposed project must provide the following information:</i></p> <ol style="list-style-type: none"> a) Project category; 	

	<p>b) <i>Project name;</i> c) <i>Project location (city, province/territory/state, country);</i> d) <i>Project start date and completion date (DD/MM/YYYY); and</i> e) <i>Project client reference including name, title and contact information either email address or phone number.</i></p> <p>Note to Offeror: The evaluation team will only evaluate the indicated number of projects per category, in the order received, in the case the Offeror submits over and above the required number. Only the proposed projects evaluated in the Mandatory Criteria will be further evaluated in the corporate point rated criteria.</p> <p>A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed.</p>	
M3	<p>The Offeror must propose one *In-House resource for each of the 5 key positions below and must demonstrate that each proposed resource has a minimum of 10 years of experience, or a minimum of 15 years' experience for the RISO Contact key position, from the date of solicitation closing, in their key position.</p> <ol style="list-style-type: none"> 1. RISO Contact 2. Senior Resource - Project Manager 3. Senior Resource - Terrestrial Biologist 4. Senior Resource - Aquatic Biologist 5. Senior Resource - Environmental Assessment Specialist <p><i>To demonstrate compliance, the Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) of each proposed resource in their position:</i></p> <ol style="list-style-type: none"> a) <i>Name of resource proposed;</i> b) <i>Resource's role;</i> c) <i>All post-secondary education institutions attended, dates attended (MM/YYYY) and credentials obtained; and</i> d) <i>Work history with employer's names, dates employed (MM/YYYY), job title and responsibilities.</i> <p>Note to Offeror: The proposed resources will be further evaluated in the corporate point rated criteria. *All resources must be in-house. Resources employed by a joint-venture are considered in-house; sub-contractors are not considered in-house.</p>	
M4	<p><u>Project Management Methodology</u></p> <p>The Offeror must provide information on the project management methodology to be used for this requirement and describe the processes that will be in place to ensure that high quality services are delivered on time, on budget and meeting requirements. The Offeror must demonstrate communication strategies and internal reporting relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p><i>To demonstrate compliance, the Offeror's project management methodology must, at a minimum but not limited to, include established processes for:</i></p> <ol style="list-style-type: none"> a) <i>Tracking and managing scope, cost, and schedule;</i> b) <i>Change and configuration management;</i> c) <i>Quality management- Describe corporate quality management; procedures to ensure high quality services;</i> d) <i>Risk/issues management; and</i> e) <i>Communications.</i> 	

2. Point Rated Criteria

Offers meeting all Mandatory Technical Criteria will be evaluated against the Point Rated Technical Criteria.

The total maximum points available for the Point-Rated technical criteria are 1440 points. **A minimum mandatory score of 70% must be achieved in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical offer does not receive a score of at least 70% in each of these two (2) sections then **no further consideration will be given** to the offer. Half points will not be allocated.

The breakdown of points for each point rated section is as follows:

Criterion Sections	Maximum Points Available	Minimum Pass Score
2.1 Corporate Experience (R1 to R4)	760	532
2.2 Resource Experience (R5 to R6)	680	476

Offeror should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the scoring schemes.

Validation checks may be completed at the sole discretion of Canada to assist in validating the information provided by the Offeror.

2.1 CORPORATE EXPERIENCE (R1 to R4)

Further to M2, only the proposed projects evaluated in the Mandatory Criteria M2 will be further evaluated in the corporate point rated criteria. The descriptions for each of the 10 proposed projects from M2 should consist of the following information.

- a. **Project Information:** Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).
- b. **Project Client Information:** - Organization name and address, client reference at working level including name, title, and contact information email or phone number.
- c. **Project Value:** Total cost (tax not included) of the commissioned work/contract for the specified project category portion of the project. For example, if a project was completed for Terrestrial and Aquatic Studies, and the project is submitted for the Terrestrial Studies category, only the cost for the Terrestrial Studies portion of the work will be considered as the Project Value.
- d. **Project Scope and Description:** Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream1, article 2. Based on the services required for each project category, the description should also include elements as relates to the specified project category such as: ecological land classification, habitat assessments, development of management plans, wildlife surveys, species at risk assessments, water quality surveys, air quality surveys, obtaining permits, conducting fish and fish habitat assessments, benthic studies and review of species at risk related recovery documents, etc. In case the project was carried out by a joint venture, the Offeror should identify the responsibilities of each of the firms involved in the project.
- e. **Project Management:** Clearly demonstrate the applicable elements of project management utilized for project completion including:
 - integration and work planning,
 - scope – work breakdown structure,
 - scheduling and time management,
 - budget tracking,
 - progress reporting,
 - quality control,
 - change control,
 - human resource management,
 - communications,
 - project risk and

- procurement of services and contract management.

Note to Offerors: A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing offers or supply arrangements in and of itself will not be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.

Offeror should limit their response for each project to a maximum of 1500 words.

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R1	Project Client The Offeror should provide the Project Client Information for each of the proposed projects. (Total 10 projects)	A maximum of 10 points is available for each proposed project based on the type of Project Client. <ul style="list-style-type: none"> ▪ 10 points = Client is a Canadian Federal Government Organization (Canadian Federal Departments, Crown Corporations, Boards, or Agencies) ▪ 7 points = Clients in Province of Ontario ▪ 4 points = All other Clients 	100	
R2	Project Management The Offeror should identify one project from each of the following categories for evaluation. These projects will be comprised of the proposed project(s) submitted under M2. <ol style="list-style-type: none"> 1. Biological Studies 2. Environmental Impact Assessment 3. Environmental Monitoring The Offeror will be awarded points based on demonstrating the Project Management elements utilized to complete each of the three proposed projects identified above: <ul style="list-style-type: none"> • integration and work planning, • scope – work breakdown structure, • scheduling and time management, • budget tracking, • progress reporting, • quality control, • change control, 	A maximum of 120 points is available for each proposed project. <ul style="list-style-type: none"> ▪ 120 points = Identification and clear demonstration of 9 elements or more ▪ 100 points = Identification and clear demonstration of 8 elements ▪ 80 points = Identification and clear demonstration of 7 elements ▪ 60 points = Identification and clear demonstration of 6 elements ▪ 40 points = Identification and clear demonstration of 5 elements ▪ 10 points = Identification and clear demonstration of 4 or less elements 	360	

	<ul style="list-style-type: none"> human resource management, communications, project risk, procurement of services and contract management 			
R3	<p>Capacity Management</p> <p>Including the Offeror's proposed resources from M3, the Offeror should list all proposed resources with the ability, capacity and expertise to provide the full range of required services and deliverables for Stream 1, Appendix 1 to Annex A.</p>		250	
	1. Senior Resource – minimum 10 years experience	<ul style="list-style-type: none"> 50 points = 10 or more resources 30 points = 5 to 9 resources 10 points = 1 to 4 resources 		
	2. Intermediate Resource – minimum 5 years experience	<ul style="list-style-type: none"> 50 points = 10 or more resources 30 points = 5 to 9 resources 10 points = 1 to 4 resources 		
	3. Junior Resource – minimum 2 years experience	<ul style="list-style-type: none"> 50 points = 10 or more resources 30 points = 5 to 9 resources 10 points = 1 to 4 resources 		
	4. Senior Field Resource – minimum 8 years experience	<ul style="list-style-type: none"> 50 points = 10 or more resources 30 points = 5 to 9 resources 10 points = 1 to 4 resources 		
	5. CADD/Draftperson – minimum 2 years experience	<ul style="list-style-type: none"> 50 points = 3 or more resources 30 points = 2 resources 10 points = 1 resource 		
R4	<p>Social-Economic Initiative</p> <p>To encourage the inclusion of a diverse group of individuals that will be involved in the projects as a result of these Standing Offers, describe examples the Offeror's organization uses to ensure underrepresented groups (for examples, but not limited to, visible minorities, women, Indigenous persons, youth, and veterans) are managed and encouraged through the use of Human Resource (HR) policies, training or skills development policies or</p>	<ul style="list-style-type: none"> 10 points for each social-economic initiative demonstrated, up to a maximum of 50 points 	50	

	<p>program, employment, scholarships, etc.</p> <p>To describe the social-economic initiative, the Offeror should submit the following information:</p> <ol style="list-style-type: none"> 1. Name of social-economic initiative, program, policy, action plan, report, or document; 2. Brief description of the social-economic initiative, program, policy, action plan or report; 3. Description of the social-economic initiative, program, policy's impact(s) (quantitative and qualitative) on the underrepresented group. 			
	Corporate Experience - Maximum Available Points:	760		
	Corporate Experience - Minimum Pass Mark (70%):	532		

2.2 RESOURCE EXPERIENCE (R5 to R6)

For each of the 5 proposed resources in M3, the Offeror is requested to provide the following:

2.2.1. Maximum two (2) completed projects per resource, that demonstrates each proposed resource's experience in their respective key position (total number of projects for all 5 resources should not exceed 10 projects). In the event that more than two (2) projects are submitted per resource, only the first two proposed projects, as they appear in the offer, will be evaluated.

(i) In order to be awarded points for a project, the role of the resource on the submitted project must be the same as the proposed role for the key position.

(ii) For the purposes of evaluation, proposed projects must be related to Ecology and Environmental Assessment and should include Biological Studies, Environmental Impact Assessment, Environmental Monitoring and Species at Risk. If the submitted project is not in these categories, "0" points will be assigned to that project.

(iii) The description for each proposed project submitted should consist of the following information.

- Project Information:** Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).
- Client Information:** Organization name and address, client reference at the working level including name, title, and contact information email or phone number.
- Project Scope and Description:** Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream1, article 2. Based on the services required for each project category, the description should also include elements as relates to the specified project category such as, but limited to, ecological land classification, habitat assessments, development of management plans, wildlife surveys, species at risk assessments, water quality surveys, air quality surveys, obtaining permits, conducting fish and fish habitat assessments, benthic studies and review of species at risk related recovery documents, etc. In case the project was carried out by a joint venture, the Offeror should identify the responsibilities of each of the firms involved in the project.

2.2.2. Resource Responsibilities in the Key Position: The Offeror should fully and clearly describe the role and

responsibilities performed by the proposed resource in their key position including technical and practical experience on the proposed project. Experience should include, but not limited to, the elements that have been listed under each of the key positions.

a. RISO Contact:

- managing programs of work
- strategic direction
- project risk
- liaising with client
- communications with regulators
- communications with stakeholders
- human resources management
- senior review
- quality assurance and control
- dispute resolution

b. Senior Resource - Project Manager:

- managing programs of work
- scope
- schedule
- budget
- change control
- quality
- human resource management
- communications
- project risk
- procurement of services and contract management
- health and safety plans

c. Senior Resource - Terrestrial Biologist:

- planning, designing and implementing terrestrial (including migratory bird) biological studies
- habitat assessments (including Ecological Land Classification)
- presence/absence surveys
- species at Risk surveys
- regulatory compliance oversight
- senior review
- senior technical advice
- directing complex site work
- evaluating and interpreting biological data
- making recommendations
- preparing reports
- developing Management Plans
- air/water quality surveys
- obtaining permits
- developing standard operating procedures

d. Senior Resource - Aquatic Biologist:

- planning, designing and implementing aquatic biological studies
- fish and fish habitat assessments
- presence/absence surveys
- species at Risk surveys
- regulatory compliance oversight
- senior review
- senior technical advice
- directing complex site work
- evaluating and interpreting biological data
- making recommendations

- preparing reports
- developing management plans
- benthic studies and water quality surveys
- obtaining permits
- developing standard operating procedures

e. Senior Resource - Environmental Assessment Specialist:

- planning, designing and implementing CEAA 2012 Environmental Assessments
- planning, designing and implementing IAA Environmental Assessments
- developing standard operating procedures
- regulatory compliance oversight
- senior technical advice
- senior review
- directing complex site work
- technical lead
- making recommendations
- preparing reports
- public/Indigenous engagement

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R5	Education For each proposed resource in M3, the Offer should outline their education.	Maximum points available for each proposed resource is 16 points. <ul style="list-style-type: none"> ▪ 6 points = Graduate degree ▪ 2 points = Undergraduate degree ▪ points = College diploma 	80	
R6	1. RISO Contact a) Project Experience The Offeror should provide two (2) projects for the proposed resource. To demonstrate compliance the two submitted projects must be from two different project categories listed below. <ol style="list-style-type: none"> 1. Aquatic, Terrestrial, or Avian including Presence/Absence surveys or Habitat Assessments 2. Species at Risk Surveys 3. Environmental Assessment including CEAA 2012 Environmental Assessment or IAA Environmental Assessment b) Resource Responsibilities For the two (2) projects that	Maximum points available for each proposed project is 60 points. In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position. <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 	120	

	have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under 2.2.2 a) in this table			
	<p>2. Senior Resource - Project Manager</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Aquatic, Terrestrial, or Avian including Presence/Absence surveys or Habitat Assessments 2. Species at Risk Surveys 3. Environmental Assessment including CEAA 2012 Environmental Assessment or IAA Environmental Assessment <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.2 b) in this table.</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 	120	
	<p>3. Senior Resource - Terrestrial Biologist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Terrestrial species at risk survey or habitat Assessments 2. Migratory birds survey or habitat assessment 3. Other terrestrial habitat assessment or biological 	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less 	120	

	<p>survey</p> <p>4. Management Plans</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.2 c) in this table</p>	<p>elements</p>		
	<p>4. Senior Resource - Aquatic Biologist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource. To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Aquatic species at risk survey or habitat assessments 2. Benthic studies 3. Other aquatic species habitat assessment or biological survey 4. Management Plans <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.2 d) in this table</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 	<p>120</p>	
	<p>5. Senior Resource - Environmental Assessment Specialist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource. To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <ol style="list-style-type: none"> 1. CEAA 2012 Environmental Assessment 2. IAA Environmental 	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear 	<p>120</p>	

	<p>Assessment</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.2 e) in this table.</p>	<p>demonstration 4 to 6 elements</p> <ul style="list-style-type: none">▪ 5 points = Identification and clear demonstration of 3 or less elements		
	Resource Experience - Maximum Available Points:		680	
	Resource Experience - Minimum Pass Mark (70%):		476	
Stream 1 - Total Evaluated Point-Rated Technical Criteria (Section 1 + Section 2):				

Note to Offerors – For the purpose of submitting projects as part of R6, it is suggested that the Offerors use the following sample table to provide the required information for each project. An alternative format will be accepted.

Sample Table: Senior Resource – Terrestrial Biologist

	Project #
Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).	
Organization name and address, client reference at the working level including name, title, and contact information email or phone number.	
Project Description including:	
- Resource Role in the Project	
- Senior Terrestrial Biologist Responsibilities	
<u>Evaluation Criteria Elements</u> <ul style="list-style-type: none"> Planning, designing and implementing terrestrial (including migratory bird) biological studies Habitat Assessments (including Ecological Land Classification) Presence/absence surveys Species at Risk surveys Regulatory compliance oversight Senior review Senior technical advice Directing complex site work Evaluating and interpreting biological data Making recommendations Preparing reports Developing Management Plans Air/water quality surveys Obtaining permits Developing standard operating procedures 	

STREAM 1A: ECOLOGICAL AND ENVIRONMENTAL ASSESSMENTS - Aboriginal Set-Aside

1. Mandatory Technical Evaluation Criteria

The Offeror must provide documentation and demonstrate in the offer that they meet each and every criterion.

Failure to provide supporting documentation will result in the offer being deemed non-responsive.

1.1 CORPORATE EXPERIENCE

#	Mandatory Technical Criteria	Cross Reference to Proposal
M1	<p>The Offeror must demonstrate that they have a minimum of five (5) years' experience, within the last 10 years, from the date of solicitation closing, performing services in each of the following Ecological and Environmental Assessment industry categories:</p> <ol style="list-style-type: none"> 1. Biological Studies; 2. Species at Risk; 3. (Environmental) Impact Assessment and Environmental Monitoring; and 4. Technical Reviews and Training Development/Provisions. <p><i>To demonstrate compliance, the Offeror must provide a list of their completed projects for the above assessment categories that includes the following information:</i></p> <ol style="list-style-type: none"> a) Project category; b) Project location(city, province/territory/state, country); c) Project start date and completion date (DD/MM/YYYY); and d) Name of the client organization. 	
M2	<p>The Offeror must demonstrate, through projects, that they have experience in the Ecological and Environmental Assessment industry performing services in the following three project categories. The number of required projects per project category have been identified below:</p> <ol style="list-style-type: none"> 1. Biological Studies <ul style="list-style-type: none"> o Avian Studies (1 project) o Terrestrial Studies (1 project) o Aquatic Studies (1 project) o Species at Risk Studies (1 project) 2. Environmental Impact Assessment <ul style="list-style-type: none"> o CEAA 2012 related project (3 projects) o IAA related project (1 project) 3. Environmental Monitoring (2 projects) <p><i>To demonstrate compliance, proposed projects must have been completed by the Offeror in the last 10 years from the date of solicitation closing and each proposed project must provide the following information:</i></p> <ol style="list-style-type: none"> a) Project category; b) Project name; c) Project location (city, province/territory/state, country); d) Project start date and completion date (DD/MM/YYYY); and e) Project client reference including name, title and contact information either email address or phone number. <p>Note to Offeror: The evaluation team will only evaluate the indicated number of projects per category, in the order received, in the case the Offeror submits over and above the required number. Only the proposed projects evaluated in the Mandatory Criteria will be further evaluated in the corporate point rated criteria.</p>	

	A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed.	
M3	<p>The Offeror must propose one *In-House resource for each of the 5 key positions below and must demonstrate that each proposed resource has a minimum of 10 years of experience, or a minimum of 15 years' experience for the RISO Contract key position, from the date of solicitation closing, in their key position.</p> <ol style="list-style-type: none"> 1. RISO Contact 2. Senior Resource - Project Manager 3. Senior Resource - Terrestrial Biologist 4. Senior Resource - Aquatic Biologist 5. Senior Resource - Environmental Assessment Specialist <p><i>To demonstrate compliance, the Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) of each proposed resource in their position:</i></p> <ol style="list-style-type: none"> a) Name of resource proposed; b) Resource's role; c) All post-secondary education institutions attended, dates attended (MM/YYYY) and credentials obtained; and d) Work history with employer's names, dates employed (MM/YYYY), job title and responsibilities. <p>Note to Offeror: The proposed resources will be further evaluated in the corporate point rated criteria. *All resources must be in-house. Resources employed by a joint-venture are considered in-house; sub-contractors are not considered in-house.</p>	
M4	<p><u>Project Management Methodology</u></p> <p>The Offeror must provide information on the project management methodology to be used for this requirement and describe the processes that will be in place to ensure that high quality services are delivered on time, on budget and meeting requirements. The Offeror must demonstrate communication strategies and internal reporting relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p><i>To demonstrate compliance, the Offeror's project management methodology must, at a minimum but not limited to, include established processes for:</i></p> <ol style="list-style-type: none"> a) Tracking and managing scope, cost, and schedule; b) Change and configuration management; c) Quality management- Describe corporate quality management; procedures to ensure high quality services; d) Risk/issues management; and e) Communications. 	

2. Point Rated Criteria

Offers meeting all Mandatory Technical Criteria will be evaluated against the Point Rated Technical Criteria.

The total maximum points available for the Point-Rated technical criteria are 1440 points. **A minimum mandatory score of 70% must be achieved in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical offer does not receive a score of at least 70% in each of these two (2) sections then **no further consideration will be given** to the offer. Half points will not be allocated.

The breakdown of points for each point rated section is as follows:

Criterion Sections	Maximum Points Available	Minimum Pass Score
2.1 Corporate Experience (R1 to R4)	760	532
2.2 Resource Experience (R5 to R6)	680	476

Offeror should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the scoring schemes.

Validation checks may be completed at the sole discretion of Canada to assist in validating the information provided by the Offeror.

2.1 CORPORATE EXPERIENCE (R1 to R4)

Further to M2, only the proposed projects evaluated in the Mandatory Criteria M2 will be further evaluated in the corporate point rated criteria. The descriptions for each of the 10 proposed projects from M2 should consist of the following information.

1. **Project Information:** Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).
2. **Project Client Information:** - Organization name and address, client reference at working level including name, title, and contact information email or phone number.
3. **Project Value:** Total cost (tax not included) of the commissioned work/contract for the specified project category portion of the project. For example, if a project was completed for Terrestrial and Aquatic Studies, and the project is submitted for the Terrestrial Studies category, only the cost for the Terrestrial Studies portion of the work will be considered as the Project Value.
4. **Project Scope and Description:** Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream1, article 2. Based on the services required for each project category, the description should also include elements as relates to the specified project category such as: ecological land classification, habitat assessments, development of management plans, wildlife surveys, species at risk assessments, water quality surveys, air quality surveys, obtaining permits, conducting fish and fish habitat assessments, benthic studies and review of species at risk related recovery documents, etc. In case the project was carried out by a joint venture, the Offeror should identify the responsibilities of each of the firms involved in the project.
5. **Project Management:** Clearly demonstrate the applicable elements of project management utilized for project completion including:
 - integration and work planning,
 - scope – work breakdown structure,
 - scheduling and time management,
 - budget tracking,
 - progress reporting,
 - quality control,
 - change control,
 - human resource management,
 - communications,
 - project risk and
 - procurement of services and contract management.

Note to Offerors: A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing offers or supply arrangements in and of itself will not be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.

Offeror should limit their response for each project to a maximum of 1500 words.

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
-----	----------------------	----------------	--------------------------	------------------------------------

R1	<p>Project Client</p> <p>The Offeror should provide the Project Client Information for each of the proposed projects. (Total 10 projects)</p>	<p>A maximum of 10 points is available for each proposed project based on the type of Project Client.</p> <ul style="list-style-type: none"> ▪ 10 points = Client is Canadian Federal Government Organization (Canadian Federal Departments, Crown Corporations, Boards, or Agencies) ▪ 7 points = Clients in Province of Ontario ▪ 4 points = All other Clients 	100	
R2	<p>Project Management</p> <p>The Offeror should identify one project from each of the following categories for evaluation. These projects will be comprised of the proposed project(s) submitted under M2.</p> <ol style="list-style-type: none"> 1. Biological Studies 2. Environmental Impact Assessment 3. Environmental Monitoring <p>The Offeror will be awarded points based on demonstrating the Project Management elements utilized to complete each of the three proposed projects identified above:</p> <ul style="list-style-type: none"> • integration and work planning, • scope – work breakdown structure, • scheduling and time management, • budget tracking, • progress reporting, • quality control, • change control, • human resource management, • communications, • project risk, • procurement of services and contract management 	<p>A maximum of 120 points is available for each proposed project.</p> <ul style="list-style-type: none"> ▪ 120 points = Identification and clear demonstration of 9 elements or more ▪ 100 points = Identification and clear demonstration of 8 elements ▪ 80 points = Identification and clear demonstration of 7 elements ▪ 60 points = Identification and clear demonstration of 6 elements ▪ 40 points = Identification and clear demonstration of 5 elements ▪ 10 points = Identification and clear demonstration of 4 or less elements 	360	

R3	Capacity Management Including the Offeror's proposed resources from M3, the Offeror should list all proposed resources with the ability, capacity and expertise to provide the full range of required services and deliverables for Stream 1, Appendix 1 to Annex A.		250	
	1. Senior Resource – minimum 10 years experience	<ul style="list-style-type: none"> 50 points = 10 or more resources 30 points = 5 to 9 resources 10 points = 1 to 4 resources 		
	2. Intermediate Resource – minimum 5 years experience	<ul style="list-style-type: none"> 50 points = 10 or more resources 30 points = 5 to 9 resources 10 points = 1 to 4 resources 		
	3. Junior Resource – minimum 2 years experience	<ul style="list-style-type: none"> 50 points = 10 or more resources 30 points = 5 to 9 resources 10 points = 1 to 4 resources 		
	4. Senior Field Resource – minimum 8 years experience	<ul style="list-style-type: none"> 50 points = 10 or more resources 30 points = 5 to 9 resources 10 points = 1 to 4 resources 		
	5. CADD/Draftperson – minimum 2 years experience	<ul style="list-style-type: none"> 50 points = 3 or more resources 30 points = 2 resources 10 points = 1 resource 		
R4	Social-Economic Initiative To encourage the inclusion of a diverse group of individuals that will be involved in the projects as a result of these Standing Offers, describe examples the Offeror's organization uses to ensure underrepresented groups (for examples, but not limited to, visible minorities, women, Indigenous persons, youth, and veterans) are managed and encouraged through the use of Human Resource (HR) policies, training or skills development policies or program, employment, scholarships, etc. To describe the social-economic initiative, the Offeror should submit the following	<ul style="list-style-type: none"> 10 points for each social-economic initiative demonstrated, up to a maximum of 50 points 	50	

information:			
1. Name of social-economic initiative, program, policy, action plan, report, or document;			
2. Brief description of the social-economic initiative, program, policy, action plan or report;			
3. Description of the social-economic initiative, program, policy's impact(s) (quantitative and qualitative) on the underrepresented group.			
Corporate Experience - Maximum Available Points:	760		
Corporate Experience - Minimum Pass Mark (70%):	532		

2.2 RESOURCE EXPERIENCE (R5 to R6)

For each of the 5 proposed resources in M3, the Offeror is requested to provide the following:

2.2.1. Maximum two (2) completed projects per resource, that demonstrates each proposed resource's experience in their respective key position (total number of projects for all 5 resources should not exceed 10 projects). In the event that more than two (2) projects are submitted per resource, only the first two proposed projects, as they appear in the offer, will be evaluated.

(i) In order to be awarded points for a project, the role of the resource on the submitted project must be the same as the proposed role for the key position.

(ii) For the purposes of evaluation, proposed projects must be related to Ecology and Environmental Assessment and should include Biological Studies, Environmental Impact Assessment, Environmental Monitoring and Species at Risk. If the submitted project is not in these categories, "0" points will be assigned to that project.

(iii) The description for each proposed project submitted should consist of the following information.

a. **Project Information:** Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).

b. **Client Information:** Organization name and address, client reference at the working level including name, title, and contact information email or phone number.

c. **Project Scope and Description:** Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream1, article 2. Based on the services required for each project category, the description should also include elements as relates to the specified project category such as, but limited to, ecological land classification, habitat assessments, development of management plans, wildlife surveys, species at risk assessments, water quality surveys, air quality surveys, obtaining permits, conducting fish and fish habitat assessments, benthic studies and review of species at risk related recovery documents, etc. In case the project was carried out by a joint venture, the Offeror should identify the responsibilities of each of the firms involved in the project.

2.2.2. Resource Responsibilities in the Key Position: The Offeror should fully and clearly describe the role and responsibilities performed by the proposed resource in their key position including technical and practical experience on the proposed project. Experience should include, but not limited to, the elements that have been listed under each of the key positions.

a. **RISO Contact:**

- managing programs of work
- strategic direction
- project risk
- liaising with client
- communications with regulators
- communications with stakeholders
- human resources management
- senior review
- quality assurance and control
- dispute resolution

b. Senior Resource - Project Manager:

- managing programs of work
- scope
- schedule
- budget
- change control
- quality
- human resource management
- communications
- project risk
- procurement of services and contract management
- health and safety plans

c. Senior Resource - Terrestrial Biologist:

- planning, designing and implementing terrestrial (including migratory bird) biological studies
- habitat assessments (including Ecological Land Classification)
- presence/absence surveys
- species at Risk surveys
- regulatory compliance oversight
- senior review
- senior technical advice
- directing complex site work
- evaluating and interpreting biological data
- making recommendations
- preparing reports
- developing Management Plans
- air/water quality surveys
- obtaining permits
- developing standard operating procedures

d. Senior Resource - Aquatic Biologist:

- planning, designing and implementing aquatic biological studies
- fish and fish habitat assessments
- presence/absence surveys
- species at Risk surveys
- regulatory compliance oversight
- senior review
- senior technical advice
- directing complex site work
- evaluating and interpreting biological data
- making recommendations
- preparing reports
- developing management plans
- benthic studies and water quality surveys
- obtaining permits
- developing standard operating procedures

e. Senior Resource - Environmental Assessment Specialist:

- planning, designing and implementing CEAA 2012 Environmental Assessments
- planning, designing and implementing IAA Environmental Assessments
- developing standard operating procedures
- regulatory compliance oversight
- senior technical advice
- senior review
- directing complex site work
- technical lead
- making recommendations
- preparing reports
- public/Indigenous engagement

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R5	Education For each proposed resource in M3, the Offer should outlined their education.	Maximum points available for each proposed resource is 16 points. <ul style="list-style-type: none"> ▪ 16 points = Graduate degree ▪ 12 points = Undergraduate degree ▪ 8 points = College diploma 	80	
R6	1. RISO Contact a) Project Experience The Offeror should provide two (2) projects for the proposed resource. To demonstrate compliance the two submitted projects must be from two different project categories listed below. <ol style="list-style-type: none"> 1. Aquatic, Terrestrial, or Avian including Presence/Absence surveys or Habitat Assessments 2. Species at Risk Surveys 3. Environmental Assessment including CEAA 2012 Environmental Assessment or IAA Environmental Assessment b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under 2.2.2 a) in this table	Maximum points available for each proposed project is 60 points. In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position. <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 	120	
	2. Senior Resource - Project	Maximum points available for each	120	

	<p>Manager</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Aquatic, Terrestrial, or Avian including Presence/Absence surveys or Habitat Assessments 2. Species at Risk Surveys 3. Environmental Assessment including CEAA 2012 Environmental Assessment or IAA Environmental Assessment <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.2 b) in this table.</p>	<p>proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 		
	<p>3. Senior Resource - Terrestrial Biologist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Terrestrial species at risk survey or habitat Assessments 2. Migratory birds survey or habitat assessment 3. Other terrestrial habitat assessment or biological survey 4. Management Plans <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 	120	

	demonstrate the proposed resource's project experience on the elements under Section 2.2.2 c) in this table			
	<p>4. Senior Resource - Aquatic Biologist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Aquatic species at risk survey or habitat assessments 2. Benthic studies 3. Other aquatic species habitat assessment or biological survey 4. Management Plans <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.2 d) in this table</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 	120	
	<p>5. Senior Resource - Environmental Assessment Specialist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <ol style="list-style-type: none"> 1. CEAA 2012 Environmental Assessment 2. IAA Environmental Assessment <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 	120	

	experience on the elements under Section 2.2.2 e) in this table.			
	Resource Experience - Maximum Available Points:		680	
	Resource Experience - Minimum Pass Mark (70%):		476	
Stream 1 - Total Evaluated Point-Rated Technical Criteria (Section 1 + Section 2):				

Note to Offerors – For the purpose of submitting projects as part of R6, it is suggested that the Offerors use the following sample table to provide the required information for each project. An alternative format will be accepted.

Sample Table: Senior Resource – Terrestrial Biologist

	Project #
Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).	
Organization name and address, client reference at the working level including name, title, and contact information email or phone number.	
Project Description including:	
- Resource Role in the Project	
- Senior Terrestrial Biologist Responsibilities	
<u>Evaluation Criteria Elements</u>	
<ul style="list-style-type: none"> • Planning, designing and implementing terrestrial (including migratory bird) biological studies • Habitat Assessments (including Ecological Land Classification) • Presence/absence surveys • Species at Risk surveys • Regulatory compliance oversight • Senior review • Senior technical advice • Directing complex site work • Evaluating and interpreting biological data • Making recommendations • Preparing reports • Developing Management Plans • Air/water quality surveys • Obtaining permits • Developing standard operating procedures 	

STREAM 2: ENVIRONMENTAL MANAGEMENT OF FEDERAL FACILITIES

1. Mandatory Technical Evaluation Criteria

The Offeror must provide documentation and demonstrate in the offer that they meet each and every criterion.

Failure to provide supporting documentation will result in the offer being deemed non-responsive.

1.1 CORPORATE EXPERIENCE

#	Mandatory Technical Criteria	Cross Reference to Proposal
M1	<p>The Offeror must demonstrate that they have a minimum of five (5) years' experience within the last 10 years, from the date of solicitation closing, performing services in each of the following Environmental Management of Facilities categories:</p> <ol style="list-style-type: none"> 1. Designated Substances and Hazardous Materials; 2. Air Quality; 3. Potable Water; and 4. Environmental Compliance. <p><i>To demonstrate compliance, the Offeror must provide a list of their completed projects for the above assessment categories that includes the following information:</i></p> <ol style="list-style-type: none"> a) Project category; b) Project location (city, province/territory/state, country); c) Project start date and completion date (DD/MM/YYYY); and d) Name of the client organization. 	
M2	<p>The Offeror must demonstrate, through projects, that they have experience in the Environmental Management of Facilities performing services in the following four project categories. The number of required projects per project category have been identified below:</p> <ol style="list-style-type: none"> 1. Designated Substances and Hazardous Materials <ul style="list-style-type: none"> o Designated Substances and Hazardous Materials Survey (2 projects) o Abatement Monitoring (2 projects) 2. Air Quality <ul style="list-style-type: none"> o Mould Assessment (1 project) o Indoor Air Quality (1 project) 3. Potable Water <ul style="list-style-type: none"> o Drinking water sampling and analysis (1 project) o Water quality and quantity surveys (1 project) 4. Environmental Management and Compliance <ul style="list-style-type: none"> o Detailed Environmental Compliance Audit (1 project) o Environmental Management System (ISO) (1 project) <p><i>To demonstrate compliance, proposed projects must have been completed by the Offeror in the last 10 years from the date of solicitation closing and each proposed project must provide the following information:</i></p> <ol style="list-style-type: none"> a) Project category; b) Project name; c) Project location (city, province/territory/state, country); d) Project start date and completion date (DD/MM/YYYY); and 	

	<p><i>e) Project client reference including name, title and contact information either email address or phone number.</i></p> <p>Note to Offeror: The evaluation team will only evaluate the indicated number of projects per category, in the order received, in the case the Offeror submits over and above the required number. Only the proposed projects in the Mandatory Criteria will be further evaluated in the corporate point rated criteria. A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed.</p>	
M3	<p>The Offeror must propose one *In-House resource for each of the 5 key positions below and must demonstrate that each proposed resource has a minimum of 10 years of experience, or a minimum of 15 years' experience for the RISO Contact key position, from the date of solicitation closing, in their key position.</p> <ol style="list-style-type: none"> 1. RISO Contact 2. Senior Resource - Project Manager 3. Senior Resource - Certified Environmental Auditor (EP(CEA) under CECAB)) <ul style="list-style-type: none"> o The Senior Certified Environmental Auditor must be certified under the Canadian Environmental Certifications Approval Board (CECAB) as an Environmental Professional – Compliance Audits (EP(CEA)). The Offeror must submit, with their bid, a copy of the proposed resource's certification. 4. Senior Resource - Certified Industrial Hygienist (CIH) or Senior Registered Occupational Hygienist (ROH) <ul style="list-style-type: none"> o The Senior Certified Industrial Hygienist or Senior Registered Occupational Hygienist must be either an CIH under the American Board of Industrial Hygiene or an ROH under the Canadian Registration Board of Occupational Hygienists (CRBOH). The Offeror must submit, with their bid, a copy of the proposed resource's certification. 5. Senior Resource - Hydrogeologist (P.Geo or P.Eng) <ul style="list-style-type: none"> o Must be a member of the Association of Professional Geoscientists of Ontario (P.Geo) or a Member of the Professional Engineers of Ontario (P.Eng). The Offeror must submit, with their bid, a copy of the proposed resource's professional license. <p><i>To demonstrate compliance, the Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) of each proposed resource in their position:</i></p> <ol style="list-style-type: none"> a) Name of resource proposed; b) Resource's role; c) All post-secondary education institutions attended, dates attended (MM/YYYY) and credentials obtained; d) Work history with employer's names, dates employed (MM/YYYY), job title and responsibilities; and e) A copy of the requested license or certification, if applicable. <p>Note to Offeror: The proposed resources will be further evaluated in the corporate point rated criteria. *All resources must be in-house. Resources employed by a joint-venture are considered in-house; sub-contractors are not considered in-house.</p>	
M4	<p><u>Project Management Methodology</u></p> <p>The Offeror must provide information on the project management methodology to be used for this requirement and described the processes that will be in place to ensure that high quality services are delivered on time, on budget, and meeting requirements. The Offeror must demonstrate communication strategies and internal reporting</p>	

	<p>relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p><i>To demonstrate compliant, the Offeror's project management methodology must, at a minimum but not limited to, include established processes for:</i></p> <ul style="list-style-type: none"> <i>a) Tracking and managing scope, cost, and schedule;</i> <i>b) Change and configuration management;</i> <i>c) Quality management- Describe corporate quality management; procedures to ensure high quality services;</i> <i>d) Risk/issues management; and</i> <i>e) Communications.</i> 	
--	---	--

2. Point Rated Criteria

Offers meeting all Mandatory Technical Criteria will be evaluated against the Point Rated Technical Criteria.

The total maximum points available for the Point-Rated technical criteria are 1460 points. **A minimum mandatory score of 70% must be achieved in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical offer does not receive a score of at least 70% in each of these two (2) sections then **no further consideration will be given** to the offer. Half points will not be allocated.

The breakdown of points for each point rated section is as follows:

Criterion Sections	Maximum Points Available	Minimum Pass Score
2.1 Corporate Experience (R1 to R4)	760	532
2.2 Resource Experience (R5 to R7)	700	490

Offeror should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the scoring schemes.

Validation checks may be completed at the sole discretion of Canada to assist in validating the information provided by the Offeror.

2.1 CORPORATE EXPERIENCE (R1 to R4)

<p>Further to M2, only the proposed projects evaluated in the Mandatory Criteria M2 will be further evaluated in the corporate point rated criteria. The descriptions for each of the 10 proposed projects from M2 should consist of the following information.</p> <ul style="list-style-type: none"> a) Project Information: Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY). b) Project Client Information: - Organization name and address, client reference at working level including name, title, and contact information email or phone number. c) Project Value: Total cost (tax not included) of the commissioned work/contract for the specified project category portion of the project. For example, if a project was completed for Mould Assessment and Indoor Air Quality, and the project is submitted for the Mould Assessment Category, only the cost for the Mould Assessment portion of the work will be considered as the Project Value. d) Project Scope and Description: Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream 2, article 2. Based on the services required for each project category, the description should also include elements as relates to the specified project category such as: work plan design and documentation process, public communications, regulatory compliance, health and safety, and sampling, handling and analysis of designated substances and hazardous materials, mould, indoor air quality, and drinking water (etc.). In case the project was carried out by a joint venture, the Offeror

should identify the responsibilities of each of the firms involved in the project.

e) **Project Management:** Clearly demonstrate the applicable elements of project management utilized for project completion including:

- integration and work planning,
- scope – work breakdown structure,
- scheduling and time management,
- budget tracking,
- progress reporting,
- quality control,
- change control,
- human resource management,
- communications,
- project risk and
- procurement of services and contract management.

Note to Offerors: A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing offers or supply arrangements in and of itself will not be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.

Offeror should limit their response for each project to a maximum of 1500 words.

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R1	Project Client The Offeror should provide the Project Client Information for each of the proposed projects. (Total 10 projects)	A maximum of 10 points is available for each proposed project based on the type of Project Client. <ul style="list-style-type: none"> ▪ 10 points = Client is a Canadian Federal Government Organization (Canadian Federal Departments, Crown Corporations, Boards, or Agencies) ▪ 7 points = Clients in Province of Ontario ▪ 4 points = All other Clients 	100	
R2	Project Management The Offeror should identify one project from each of the following categories for evaluation. These projects will be comprised of the proposed project(s) submitted under M2. <ol style="list-style-type: none"> 1. Abatement Monitoring Environmental 2. Drinking water sampling and analysis 3. Detailed Environmental Compliance Audit The Offeror will be awarded points based on demonstrating	A maximum of 120 points is available for each proposed project. <ul style="list-style-type: none"> ▪ 120 points = Identification and clear demonstration of 9 elements or more ▪ 100 points = Identification and clear demonstration of 8 elements ▪ 80 points = Identification and clear demonstration of 7 elements ▪ 60 points = Identification and clear demonstration of 6 elements ▪ 40 points = Identification and clear demonstration of 5 elements ▪ 10 points = Identification and clear of 	360	

	<p>the Project Management elements utilized to complete each of the three proposed projects identified above:</p> <ul style="list-style-type: none"> • integration and work planning, • scope – work breakdown structure, • scheduling and time management, • budget tracking, • progress reporting, • quality control, • change control, • human resource management, • communications, • project risk, • procurement of services and contract management 	4 or less elements		
R3	Capacity Management Including the Offeror's proposed resources from M3, the Offeror should list all proposed resources with the ability, capacity and expertise to provide the full range of required services and deliverables for Stream 2, Appendix 1 to Annex A.		250	
	1. Senior Resource – minimum 10 years experience	<ul style="list-style-type: none"> ▪ 50 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	2. Intermediate Resource – minimum 5 years experience	<ul style="list-style-type: none"> ▪ 50 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	3. Junior Resource – minimum 2 years experience	<ul style="list-style-type: none"> ▪ 50 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	4. Senior Field Resource – minimum 8 years experience	<ul style="list-style-type: none"> ▪ 50 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	5. CADD/Draftperson – minimum 2 years experience	<ul style="list-style-type: none"> ▪ 50 points = 3 or more resources ▪ 30 points = 2 resources ▪ 10 points = 1 resource 		

R4	<p>Social-Economic Initiative</p> <p>To encourage the inclusion of a diverse group of individuals that will be involved in the projects as a result of these Standing Offers, describe examples the Offeror's organization uses to ensure underrepresented groups (for examples, but not limited to, visible minorities, women, Indigenous persons, youth, and veterans) are managed and encouraged through the use of Human Resource (HR) policies, training or skills development policies or program, employment, scholarships, etc.</p> <p>To describe the social-economic initiative, the Offeror should submit the following information:</p> <ol style="list-style-type: none"> 1. Name of social-economic initiative, program, policy, action plan, report, or document; 2. Brief description of the social-economic initiative, program, policy, action plan or report; 3. Description of the social-economic initiative, program, policy's impact(s) (quantitative and qualitative) on the underrepresented group. 	<ul style="list-style-type: none"> 10 points for each social-economic initiative demonstrated, up to a maximum of 50 points 	50	
	Corporate Experience - Maximum Available Points:		760	
	Corporate Experience - Minimum Pass Mark (70%):		532	

2.2 RESOURCE EXPERIENCE (R5 to R7)

For each of the 5, in-house, resources proposed in M3, the Offeror is requested to provide the following:

2.2.1. Resume: Along with the mandatory information from M3, the resume for each proposed resource, should include all their professional accreditation, date accreditation obtained and current status. The Offerors should list the valid professional accreditations. For all specializations, the relevant jurisdiction is Ontario, except for those accreditations that are not issued regionally. These will be further evaluated in R6.

2.2.2 Maximum two (2) completed projects per resource, that demonstrates each proposed resource's experience in their respective key position (total number of projects for all 5 resources should not exceed 10 projects). In the event that more than two (2) projects are submitted per resource, only the first two proposed projects, as they appear in the offer, will be evaluated.

- (i) In order to be awarded points for a project, the role of the resource on the submitted project must be the

same as the proposed role for the key position.

- (ii) For the purposes of evaluation, proposed projects must be related to Environmental Management of Federal Facilities and should include: Designated Substances and Hazardous Materials Surveys, Abatement Monitoring, Mould Assessment, Indoor Air Quality, Drinking Water Sampling and Analysis, Water Quality and Quantity Surveys, Detailed Environmental Compliance Audits, and environmental Management Systems. If the submitted project is not in these categories, "0" points will be assigned to that project.
- (iii) The description for each proposed project submitted should consist of the following information.
 - a) **Project Information:** Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).
 - b) **Client Information:** Organization name and address, client reference at the working level including name, title, and contact information email or phone number.
 - c) **Project Scope and Description:** Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream 2, article 2. Based on the services required for each project category, the description should also include elements as relates to the specified project category such as, but not limited to, work plan design and documentation process, public communications, regulatory compliance, health and safety, sample collection handling and analysis (DSHM, mould, indoor air quality, groundwater, and drinking water), etc. In the case where the project was carried out by a joint venture, the Offeror should identify the responsibilities of each of the firms involved in the project.

2.2.3 Resource Responsibilities in the Key Position: The Offeror should fully and clearly describe the role and responsibilities performed by the proposed resource in their key position including technical and practical experience on the proposed project. Experience should include, but not limited to, the elements that have been listed under each of the key positions.

a. RISO Contact:

- managing programs of work
- strategic direction
- project risk
- liaising with client
- communications with regulators
- communications with stakeholders
- human resources management
- senior review
- quality assurance and control
- dispute resolution

b. Senior Resource - Project Manager:

- managing programs of work
- scope
- schedule
- budget
- change control
- quality
- human resource management
- communications
- project risk
- project related procurement and contract management
- health and safety plans

c. Senior Resource - Certified Environmental Auditor:

- planning and designing including detailed environmental compliance audits, or environmental management systems, or environmental baseline studies
- developing standard operating procedures
- evaluating and interpreting site data

- regulatory compliance oversight
- senior review
- senior technical advice
- directing complex audits, or directing complex environmental management system work
- making recommendations
- preparing reports.
- quality assurance and quality control

d. Senior Resource - Certified Industrial Hygienist or Senior Registered Occupational Hygienist:

- planning and designing including Indoor Air Quality Assessments, or Mould Assessments, or Designated Substances and Hazardous Materials Surveys, or Abatement Monitoring
- provision of analysis work plans
- developing standard operating procedures
- evaluating and interpreting chemistry data
- regulatory compliance oversight
- senior review
- senior technical advice
- making recommendations
- preparing reports.
- quality assurance and quality control

e. Senior Resource - Hydrogeologist:

- planning and designing including drinking water sampling and analysis work plans, or Water quality and quantity analysis work plans
- evaluation of water quality and/or quantity,
- interpretation of hydrogeological and/or chemistry data,
- developing standard operating procedures,
- regulatory compliance oversight,
- senior review,
- senior technical advice,
- directing complex hydrogeological work,
- making recommendations,
- preparing reports.
- quality assurance and quality control

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R5	Education For each proposed resource in M3, the Offer should outline their education details.	Maximum points available for each proposed resource is 15 points. <ul style="list-style-type: none"> ▪ 15 points = Graduate degree ▪ 12 points = Undergraduate degree ▪ 5 points = College diploma 	75	
R6	Accreditation For each proposed resource in M3, the Offer should provide their relevant professional accreditations. Accreditations that will be acceptable are: <ul style="list-style-type: none"> • Professional Engineer (P.Eng), • Professional Geoscientist (P.Geo), 	Maximum points available for each proposed resource is 5 points <ul style="list-style-type: none"> ▪ 5 points = Accredited Certification ▪ 0 points = No Accredited Certification To demonstrate compliance, the Offeror should, for each proposed resource, provide a copy of their	25	

	<ul style="list-style-type: none"> • Project Management Professional (PMP), • Environmental Professional – Compliance Audits (EP(CEA)) • Certified Industrial Hygienist (CIH) or • Registered Occupational Hygienist (ROH). 	certification.		
R7	<p>1. RISO Contact</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Designated substances and hazardous materials surveys 2. Abatement Monitoring 3. Mould assessment 4. Indoor Air Quality 5. Drinking Water Sampling 6. Water Quality and Quantity Surveys 7. Detailed Environmental Compliance Audits 8. Environmental Management Systems <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under 2.2.3 a) in this table</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 	120	
	<p>2. Senior Resource - Project Manager</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Designated Substances and Hazardous Materials 	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear 	120	

	<p>Surveys</p> <p>2. Abatement Monitoring</p> <p>3. Drinking Water Sampling and Analysis</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 b) in this table.</p>	<p>demonstration of 7 to 9 elements</p> <ul style="list-style-type: none"> 20 points = Identification and clear demonstration 4 to 6 elements 5 points = Identification and clear demonstration of 3 or less elements 		
	<p>3. Senior Resource - Certified Environmental Auditor</p> <p>a) Project Experience The Offeror should propose two (2) projects for the proposed resource. To demonstrate compliance one project must be from the Detailed Environmental Compliance Audits category and the second project can be selected from either of the two different project categories listed below.</p> <p>1. Detailed Environmental Compliance Audits</p> <p>2. Environmental Management Systems</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 c) in this table</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> 60 points = Identification and clear demonstration of 10 or more elements 40 points = Identification and clear demonstration of 7 to 9 elements 20 points = Identification and clear demonstration 4 to 6 elements 5 points = Identification and clear demonstration of 3 or less elements 	120	
	<p>4. Senior Resource - Certified Industrial Hygienist or Senior Registered Occupational Hygienist</p> <p>a) Project Experience The Offeror should propose two (2) projects for the proposed resource. To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <p>1. Designated Substances and</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> 60 points = Identification and clear demonstration of 10 or more elements 40 points = Identification and clear 	120	

	<p>Hazardous Materials Surveys</p> <p>2. Abatement Monitoring</p> <p>3. Mould Assessment</p> <p>4. Indoor Air Quality</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 d) in this table.</p>	<p>demonstration of 7 to 9 elements</p> <ul style="list-style-type: none">▪ 20 points = Identification and clear demonstration 4 to 6 elements▪ 5 points = Identification and clear demonstration of 3 or less elements		
	<p>5. Senior Resource - Consultant - Hydrogeologist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance one project must be from the Drinking Water Sampling and Analysis category and the second project can be selected from either of the two different project categories listed below.</p> <p>1. Drinking Water Sampling and Analysis</p> <p>2. Water Quality and Quantity Surveys</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 e) in this table</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none">▪ 60 points = Identification and clear demonstration of 10 or more elements▪ 40 points = Identification and clear demonstration of 7 to 9 elements▪ 20 points = Identification and clear demonstration 4 to 6 elements▪ 5 points = Identification and clear demonstration of 3 or less elements	120	
	Resource Experience - Maximum Available Points:		700	
	Resource Experience - Minimum Pass Mark (70%):		490	
Stream 2 - Total Evaluated Point-Rated Technical Criteria (Section 1 + Section 2):				

Note to Offerors – For the purpose of submitting projects as part of R7, it is suggested that the Offerors use the following sample table to provide the required information for each project. An alternative format will be accepted.

Sample Table: Senior Consultant – Certified Environmental Auditor

	Project #
Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).	

Solicitation No. - N° de l'invitation
EQ447-220532/A
Client Ref. No. - N° de réf. du client
EQ447-220532

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-1-44067

Buyer ID - Id de l'acheteur
tor024
CCC No./N° CCC - FMS No./N° VME

Organization name and address, client reference at the working level including name, title, and contact information email or phone number.	
Project Description including:	
- Resource Role in the Project	
- Senior Certified Environmental Auditor Responsibilities	
<u>Evaluation Criteria Elements</u> <ul style="list-style-type: none">•Planning and designing•Developing standard operating procedures,•Regulatory compliance oversight•Evaluating and interpreting site data•Senior review•Senior technical advice•Directing complex audits, or direction complex environmental management system work•Making recommendations•Preparing reports•Quality assurance and quality control	

STREAM 2A: ENVIRONMENTAL MANAGEMENT OF FEDERAL FACILITIES - Aboriginal Set-Aside

1. Mandatory Technical Evaluation Criteria

The Offeror must provide documentation and demonstrate in the offer that they meet each and every criterion.

Failure to provide supporting documentation will result in the offer being deemed non-responsive.

1.1 CORPORATE EXPERIENCE

#	Mandatory Technical Criteria	Cross Reference to Proposal
M1	<p>The Offeror must demonstrate that they have a minimum of five (5) years' experience within the last 10 years, from the date of solicitation closing, performing services in each of the following Environmental Management of Facilities categories:</p> <ol style="list-style-type: none"> 1. Designated Substances and Hazardous Materials; 2. Air Quality; 3. Potable Water; and 4. Environmental Compliance. <p><i>To demonstrate compliance, the Offeror must provide a list of their completed projects for the above assessment categories that includes the following information:</i></p> <ol style="list-style-type: none"> a) Project category; b) Project location (city, province/territory/state, country); c) Project start date and completion date (DD/MM/YYYY); and d) Name of the client organization. 	
M2	<p>The Offeror must demonstrate, through projects, that they have experience in the Environmental Management of Facilities performing services in the following four project categories. The number of required projects per project category have been identified below:</p> <ol style="list-style-type: none"> 1. Designated Substances and Hazardous Materials <ul style="list-style-type: none"> o Designated Substances and Hazardous Materials Survey (2 projects) o Abatement Monitoring (2 projects) 2. Air Quality <ul style="list-style-type: none"> o Mould Assessment (1 project) o Indoor Air Quality (1 project) 3. Potable Water <ul style="list-style-type: none"> o Drinking water sampling and analysis (1 project) o Water quality and quantity surveys (1 project) 4. Environmental Management and Compliance <ul style="list-style-type: none"> o Detailed Environmental Compliance Audit (1 project) o Environmental Management System (ISO) (1 project) <p><i>To demonstrate compliance, proposed projects must have been completed by the Offeror in the last 10 years from the date of solicitation closing and each proposed project must provide the following information:</i></p> <ol style="list-style-type: none"> a) Project category; b) Project name; c) Project location (city, province/territory/state, country); d) Project start date and completion date (DD/MM/YYYY); and 	

	<p>e) <i>Project client reference including name, title and contact information either email address or phone number.</i></p> <p>Note to Offeror: The evaluation team will only evaluate the indicated number of projects per category, in the order received, in the case the Offeror submits over and above the required number. Only the proposed projects in the Mandatory Criteria will be further evaluated in the corporate point rated criteria. A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed.</p>	
M3	<p>The Offeror must propose one *In-House resource for each of the 5 key positions below and must demonstrate that each proposed resource has a minimum of 10 years of experience, or a minimum of 15 years' experience for the RISO Contact key position, from the date of solicitation closing, in their key position.</p> <ol style="list-style-type: none"> 1. RISO Contact 2. Senior Resource - Project Manager 3. Senior Resource - Certified Environmental Auditor (EP(CEA) under CECAB)) <ul style="list-style-type: none"> o The Senior Certified Environmental Auditor must be certified under the Canadian Environmental Certifications Approval Board (CECAB) as an Environmental Professional – Compliance Audits (EP(CEA)). The Offeror must submit, with their bid, a copy of the proposed resource's certification. 4. Senior Resource - Certified Industrial Hygienist (CIH) or Senior Registered Occupational Hygienist (ROH) <ul style="list-style-type: none"> o The Senior Certified Industrial Hygienist or Senior Registered Occupational Hygienist must be either an CIH under the American Board of Industrial Hygiene or an ROH under the Canadian Registration Board of Occupational Hygienists (CRBOH). The Offeror must submit, with their bid, a copy of the proposed resource's certification. 5. Senior Resource - Hydrogeologist (P.Geo or P.Eng) <ul style="list-style-type: none"> o Must be a member of the Association of Professional Geoscientists of Ontario (P.Geo) or a Member of the Professional Engineers of Ontario (P.Eng). The Offeror must submit, with their bid, a copy of the proposed resource's professional license. <p><i>To demonstrate compliance, the Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) of each proposed resource in their position:</i></p> <ol style="list-style-type: none"> a) <i>Name of resource proposed;</i> b) <i>Resource's role;</i> c) <i>All post-secondary education institutions attended, dates attended (MM/YYYY) and credentials obtained;</i> d) <i>Work history with employer's names, dates employed (MM/YYYY), job title and responsibilities; and</i> e) <i>A copy of the requested license or certification, if applicable.</i> <p>Note to Offeror: The proposed resources will be further evaluated in the corporate point rated criteria. *All resources must be in-house. Resources employed by a joint-venture are considered in-house; sub-contractors are not considered in-house.</p>	
M4	<p><u>Project Management Methodology</u></p> <p>The Offeror must provide information on the project management methodology to be used for this requirement and described the processes that will be in place to ensure that high quality services are delivered on time, on budget, and meeting requirements. The Offeror must demonstrate communication strategies and internal reporting</p>	

	<p>relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p><i>To demonstrate compliant, the Offeror's project management methodology must, at a minimum but not limited to, include established processes for:</i></p> <ul style="list-style-type: none">a) <i>Tracking and managing scope, cost, and schedule;</i>b) <i>Change and configuration management;</i>c) <i>Quality management- Describe corporate quality management; procedures to ensure high quality services;</i>d) <i>Risk/issues management; and</i>e) <i>Communications.</i>	
--	---	--

2. Point Rated Criteria

Offers meeting all Mandatory Technical Criteria will be evaluated against the Point Rated Technical Criteria.

The total maximum points available for the Point-Rated technical criteria are 1460 points. **A minimum mandatory score of 70% must be achieved in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical offer does not receive a score of at least 70% in each of these two (2) sections then **no further consideration will be given** to the offer.

The breakdown of points for each point rated section is as follows:

Criterion Sections	Maximum Points Available	Minimum Pass Score
2.1 Corporate Experience (R1 to R4)	760	532
2.2 Resource Experience (R5 to R7)	700	490

Offeror should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the scoring schemes. Half points will not be allocated.

Validation checks may be completed at the sole discretion of Canada to assist in validating the information provided by the Offeror.

2.1 CORPORATE EXPERIENCE (R1 to R4)

Further to M2, only the proposed projects evaluated in the Mandatory Criteria M2 will be further evaluated in the corporate point rated criteria. The descriptions for each of the 10 proposed projects from M2 should consist of the following information.

- Project Information:** Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).
- Project Client Information:** - Organization name and address, client reference at working level including name, title, and contact information email or phone number.
- Project Value:** Total cost (tax not included) of the commissioned work/contract for the specified project category portion of the project. For example, if a project was completed for Mould Assessment and Indoor Air Quality, and the project is submitted for the Mould Assessment Category, only the cost for the Mould Assessment portion of the work will be considered as the Project Value.
- Project Scope and Description:** Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream 2, article 2. Based on the services required for each project category, the description should also include elements as relates to the specified project category such as: work plan design and documentation process, public communications, regulatory compliance, health and safety, and sampling, handling and analysis of designated substances and hazardous materials, mould, indoor air quality, and drinking water (etc.). In case the project was carried out by a joint venture, the Offeror

should identify the responsibilities of each of the firms involved in the project.

5. Project Management: Clearly demonstrate the applicable elements of project management utilized for project completion including:

- integration and work planning,
- scope – work breakdown structure,
- scheduling and time management,
- budget tracking,
- progress reporting,
- quality control,
- change control,
- human resource management,
- communications,
- project risk and
- procurement of services and contract management.

Note to Offerors: A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing offers or supply arrangements in and of itself will not be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.

Offeror should limit their response for each project to a maximum of 1500 words.

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R1	Project Client The Offeror should provide the Project Client Information for each of the proposed projects. (Total 10 projects)	A maximum of 10 points is available for each proposed project based on the type of Project Client. <ul style="list-style-type: none"> ▪ 10 points = Client is a Canadian Federal Government Organization (Canadian Federal Departments, Crown Corporations, Boards, or Agencies) ▪ 7 points = Clients in Province of Ontario ▪ 4 points = All other Clients 	100	
R2	Project Management The Offeror should identify one project from each of the following categories for evaluation. These projects will be comprised of the proposed project(s) submitted under M2. <ol style="list-style-type: none"> 4. Abatement Monitoring Environmental 5. Drinking water sampling and analysis 6. Detailed Environmental Compliance Audit The Offeror will be awarded points based on demonstrating	A maximum of 120 points is available for each proposed project. <ul style="list-style-type: none"> ▪ 120 points = Identification and clear demonstration of 9 elements or more ▪ 100 points = Identification and clear demonstration of 8 elements ▪ 80 points = Identification and clear demonstration of 7 elements ▪ 60 points = Identification and clear demonstration of 6 elements ▪ 40 points = Identification and clear demonstration of 5 elements ▪ 10 points = Identification and clear of 	360	

	<p>the Project Management elements utilized to complete each of the three proposed projects identified above:</p> <ul style="list-style-type: none"> • integration and work planning, • scope – work breakdown structure, • scheduling and time management, • budget tracking, • progress reporting, • quality control, • change control, • human resource management, • communications, • project risk, • procurement of services and contract management 	4 or less elements		
R3	Capacity Management		250	
	Including the Offeror's proposed resources from M3, the Offeror should list all proposed resources with the ability, capacity and expertise to provide the full range of required services and deliverables for Stream 2, Appendix 1 to Annex A.			
	1. Senior Resource – minimum 10 years experience	<ul style="list-style-type: none"> ▪ 50 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	2. Intermediate Resource – minimum 5 years experience	<ul style="list-style-type: none"> ▪ 50 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	3. Junior Resource – minimum 2 years experience	<ul style="list-style-type: none"> ▪ 50 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	4. Senior Field Resource – minimum 8 years experience	<ul style="list-style-type: none"> ▪ 50 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	5. CADD/Draftperson – minimum 2 years experience	<ul style="list-style-type: none"> ▪ 50 points = 3 or more resources ▪ 30 points = 2 resources ▪ 10 points = 1 resource 		

R4	<p>Social-Economic Initiative</p> <p>To encourage the inclusion of a diverse group of individuals that will be involved in the projects as a result of these Standing Offers, describe examples the Offeror's organization uses to ensure underrepresented groups (for examples, but not limited to, visible minorities, women, Indigenous persons, youth, and veterans) are managed and encouraged through the use of Human Resource (HR) policies, training or skills development policies or program, employment, scholarships, etc.</p> <p>To describe the social-economic initiative, the Offeror should submit the following information:</p> <p>4. Name of social-economic initiative, program, policy, action plan, report, or document;</p> <p>5. Brief description of the social-economic initiative, program, policy, action plan or report;</p> <p>6. Description of the social-economic initiative, program, policy's impact(s) (quantitative and qualitative) on the underrepresented group.</p>	<ul style="list-style-type: none"> 10 points for each social-economic initiative demonstrated, up to a maximum of 50 points 	50	
	Corporate Experience - Maximum Available Points:		760	
	Corporate Experience - Minimum Pass Mark (70%):		532	

2.2 RESOURCE EXPERIENCE (R5 to R7)

For each of the 5, in-house, resources proposed in M3, the Offeror is requested to provide the following:

2.2.1. Resume: Along with the mandatory information from M3, the resume for each proposed resource, should include all their professional accreditation, date accreditation obtained and current status. The Offerors should list the valid professional accreditations. For all specializations, the relevant jurisdiction is Ontario, except for those accreditations that are not issued regionally. These will be further evaluated in R6.

2.2.2 Maximum two (2) completed projects per resource, that demonstrates each proposed resource's experience in their respective key position (total number of projects for all 5 resources should not exceed 10 projects). In the event that more than two (2) projects are submitted per resource, only the first two proposed projects, as they appear in the offer, will be evaluated.

- (i) In order to be awarded points for a project, the role of the resource on the submitted project must be the

same as the proposed role for the key position.

- (ii) For the purposes of evaluation, proposed projects must be related to Environmental Management of Federal Facilities and should include: Designated Substances and Hazardous Materials Surveys, Abatement Monitoring, Mould Assessment, Indoor Air Quality, Drinking Water Sampling and Analysis, Water Quality and Quantity Surveys, Detailed Environmental Compliance Audits, and environmental Management Systems. If the submitted project is not in these categories, "0" points will be assigned to that project.
- (iii) The description for each proposed project submitted should consist of the following information.
- Project Information:** Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).
 - Client Information:** Organization name and address, client reference at the working level including name, title, and contact information email or phone number.
 - Project Scope and Description:** Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream 2, article 2. Based on the services required for each project category, the description should also include elements as relates to the specified project category such as, but not limited to, work plan design and documentation process, public communications, regulatory compliance, health and safety, sample collection handling and analysis (DSHM, mould, indoor air quality, groundwater, and drinking water), etc. In the case where the project was carried out by a joint venture, the Offeror should identify the responsibilities of each of the firms involved in the project.

2.2.3 Resource Responsibilities in the Key Position: The Offeror should fully and clearly describe the role and responsibilities performed by the proposed resource in their key position including technical and practical experience on the proposed project. Experience should include, but not limited to, the elements that have been listed under each of the key positions.

a. RISO Contact:

- managing programs of work
- strategic direction
- project risk
- liaising with client
- communications with regulators
- communications with stakeholders
- human resources management
- senior review
- quality assurance and control
- dispute resolution

b. Senior Resource - Project Manager:

- managing programs of work
- scope
- schedule
- budget
- change control
- quality
- human resource management
- communications
- project risk
- project related procurement and contract management
- health and safety plans

c. Senior Resource - Certified Environmental Auditor:

- planning and designing including detailed environmental compliance audits, or environmental management systems, or environmental baseline studies
- developing standard operating procedures
- evaluating and interpreting site data

- regulatory compliance oversight
- senior review
- senior technical advice
- directing complex audits, or directing complex environmental management system work
- making recommendations
- preparing reports.
- quality assurance and quality control

d. Senior Resource - Certified Industrial Hygienist or Senior Registered Occupational Hygienist:

- planning and designing including Indoor Air Quality Assessments, or Mould Assessments, or Designated Substances and Hazardous Materials Surveys, or Abatement Monitoring
- provision of analysis work plans
- developing standard operating procedures
- evaluating and interpreting chemistry data
- regulatory compliance oversight
- senior review
- senior technical advice
- making recommendations
- preparing reports.
- quality assurance and quality control

e. Senior Resource - Hydrogeologist:

- planning and designing including drinking water sampling and analysis work plans, or Water quality and quantity analysis work plans
- evaluation of water quality and/or quantity,
- interpretation of hydrogeological and/or chemistry data,
- developing standard operating procedures,
- regulatory compliance oversight,
- senior review,
- senior technical advice,
- directing complex hydrogeological work,
- making recommendations,
- preparing reports.
- quality assurance and quality control

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R5	Education For each proposed resource in M3, the Offer should outline their education details.	Maximum points available for each proposed resource is 15 points. <ul style="list-style-type: none"> ▪ 15 points = Graduate degree ▪ 12 points = Undergraduate degree ▪ 5 points = College diploma 	75	
R6	Accreditation For each proposed resource in M3, the Offer should provide their relevant professional accreditations. Accreditations that will be acceptable are: <ul style="list-style-type: none"> • Professional Engineer (P.Eng), • Professional Geoscientist (P.Geo), 	Maximum points available for each proposed resource is 5 points <ul style="list-style-type: none"> ▪ 5 points = Accredited Certification ▪ 0 points = No Accredited Certification To demonstrate compliance, the Offeror should, for each proposed resource, provide a copy of their	25	

	<ul style="list-style-type: none"> • Project Management Professional (PMP), • Environmental Professional – Compliance Audits (EP(CEA)) • Certified Industrial Hygienist (CIH) or • Registered Occupational Hygienist (ROH). 	certification.		
R7	<p>1. RISO Contact</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Designated substances and hazardous materials surveys 2. Abatement Monitoring 3. Mould assessment 4. Indoor Air Quality 5. Drinking Water Sampling 6. Water Quality and Quantity Surveys 7. Detailed Environmental Compliance Audits 8. Environmental Management Systems <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under 2.2.3 a) in this table</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 	120	
	<p>2. Senior Resource - Project Manager</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Designated Substances and Hazardous Materials 	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear 	120	

<p>Surveys</p> <p>2. Abatement Monitoring</p> <p>3. Drinking Water Sampling and Analysis</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 b) in this table.</p>	<p>demonstration of 7 to 9 elements</p> <ul style="list-style-type: none"> ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 		
<p>3. Senior Resource - Certified Environmental Auditor</p> <p>a) Project Experience The Offeror should propose two (2) projects for the proposed resource. To demonstrate compliance one project must be from the Detailed Environmental Compliance Audits category and the second project can be selected from either of the two different project categories listed below.</p> <p>1. Detailed Environmental Compliance Audits</p> <p>2. Environmental Management Systems</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 c) in this table</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear demonstration of 7 to 9 elements ▪ 20 points = Identification and clear demonstration 4 to 6 elements ▪ 5 points = Identification and clear demonstration of 3 or less elements 	120	
<p>4. Senior Resource - Certified Industrial Hygienist or Senior Registered Occupational Hygienist</p> <p>a) Project Experience The Offeror should propose two (2) projects for the proposed resource. To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <p>1. Designated Substances and</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 60 points = Identification and clear demonstration of 10 or more elements ▪ 40 points = Identification and clear 	120	

	<p>Hazardous Materials Surveys</p> <p>2. Abatement Monitoring</p> <p>3. Mould Assessment</p> <p>4. Indoor Air Quality</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 d) in this table.</p>	<p>demonstration of 7 to 9 elements</p> <ul style="list-style-type: none">▪ 20 points = Identification and clear demonstration 4 to 6 elements▪ 5 points = Identification and clear demonstration of 3 or less elements		
	<p>5. Senior Resource - Consultant - Hydrogeologist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance one project must be from the Drinking Water Sampling and Analysis category and the second project can be selected from either of the two different project categories listed below.</p> <p>1. Drinking Water Sampling and Analysis</p> <p>2. Water Quality and Quantity Surveys</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 e) in this table</p>	<p>Maximum points available for each proposed project is 60 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none">▪ 60 points = Identification and clear demonstration of 10 or more elements▪ 40 points = Identification and clear demonstration of 7 to 9 elements▪ 20 points = Identification and clear demonstration 4 to 6 elements▪ 5 points = Identification and clear demonstration of 3 or less elements	120	
	Resource Experience - Maximum Available Points:		700	
	Resource Experience - Minimum Pass Mark (70%):		490	
Stream 2 - Total Evaluated Point-Rated Technical Criteria (Section 1 + Section 2):				

Note to Offerors – For the purpose of submitting projects as part of R7, it is suggested that the Offerors use the following sample table to provide the required information for each project. An alternative format will be accepted.

Sample Table: Senior Consultant – Certified Environmental Auditor

	Project #
Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).	

Solicitation No. - N° de l'invitation
EQ447-220532/A
Client Ref. No. - N° de réf. du client
EQ447-220532

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-1-44067

Buyer ID - Id de l'acheteur
tor024
CCC No./N° CCC - FMS No./N° VME

Organization name and address, client reference at the working level including name, title, and contact information email or phone number.	
Project Description including:	
- Resource Role in the Project	
- Senior Certified Environmental Auditor Responsibilities	
<u>Evaluation Criteria Elements</u> <ul style="list-style-type: none">•Planning and designing•Developing standard operating procedures,•Regulatory compliance oversight•Evaluating and interpreting site data•Senior review•Senior technical advice•Directing complex audits, or direction complex environmental management system work•Making recommendations•Preparing reports•Quality assurance and quality control	

STREAM 3: CONTAMINATED SITES CONSULTING SERVICES

1. Mandatory Technical Evaluation Criteria

The Offeror must provide documentation and demonstrate in the offer that they meet each and every criterion.

Failure to provide supporting documentation will result in the offer being deemed non-responsive.

1.1 CORPORATE EXPERIENCE

#	Mandatory Technical Criteria	Cross Reference to Proposal
M1	<p>The Offeror must be an Environmental Firm licensed, certified, or otherwise authorized to provide the necessary environmental and professional services to the full extent that is required by Federal or provincial law applicable to the Contaminated Sites Consulting Services in the province of Ontario.</p> <p>To demonstrate compliance, the Offeror must provide a copy of the valid Certificate of Approval or Authorization or a confirmation letter from the Association of Professional Engineers of Ontario or the Association of Professional Geoscientists of Ontario.</p>	
M2	<p>The Offeror must demonstrate that they have a minimum of five (5) years' experience within the last 10 years, from the date of solicitation closing, performing services in each of the following Contaminated Sites categories:</p> <ol style="list-style-type: none"> 1. Environmental Sites Assessment; 2. Human Health and Ecological Risk Assessment; 3. Contaminated Sediment Assessment; and 4. Remediation of Contaminated Sites or Sediment. <p><i>To demonstrate compliance, the Offeror must provide a list of their completed projects for the above assessment categories that includes the following information:</i></p> <ol style="list-style-type: none"> a) Project category; b) Project location (city, province/territory/state, country); c) Project start date and completion date (DD/MM/YYYY); and d) Name of the client organization. 	
M3	<p>The Offeror must demonstrate, through projects, that they have experience in the Contaminated Sites field performing services in the following six project categories. The number of required projects per project category have been identified below:</p> <ol style="list-style-type: none"> 1. Phase I Environmental Site Assessment (2 projects) 2. Phase II Environmental Site Assessment (2 projects) 3. Human Health Risk Assessment (2 projects) 4. Ecological Risk Assessment (2 projects) 5. Design and Management of Site Remediation (2 projects) 6. Contaminated Sediment Assessment (2 projects) <p><i>To demonstrate compliance, proposed projects must have been completed by the Offeror in the last 10 years from the date of solicitation closing and each proposed project must provide the following information:</i></p> <ol style="list-style-type: none"> a) Project category; b) Project name; c) Project location (city, province/territory/state, country); d) Project start date and completion date (DD/MM/YYYY); and 	

	<p>e) <i>Project client reference including name, title and contact information either email address or phone number.</i></p> <p>Note to Offeror: The evaluation team will only evaluate the indicated number of projects per category, in the order received, in the case the Offeror submits over and above the required number. Only the proposed projects in the Mandatory Criteria will be further evaluated in the corporate point rated criteria. A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed.</p>	
M4	<p>The Offeror must propose one *In-House resource for each of the 8 key positions below and must demonstrate that each proposed resource has a minimum of 10 years of experience, or a minimum of 15 years' experience for the RISO Contact key position, from the date of solicitation closing, in their key position.</p> <ol style="list-style-type: none"> 1. RISO Contact 2. Senior Resource - Project Manager 3. Senior Resource - Environmental Site Assessment (ESA): <ul style="list-style-type: none"> o must be qualified as a Qualified Person, Environmental Site Assessment (QP ESA) under the Ontario Regulation 153/04 as amended from time to time. The Offerors must submit, with their bid, evidence that QP ESA meets the qualifications under the Ontario Regulation 153/04, as amended, by submitting a copy of their professional license (i.e. P.Eng and/or P.Geo). 4. Senior Resource - Risk Assessor – Human Health Toxicologist: <ul style="list-style-type: none"> o must be qualified as a Qualified Person, Risk Assessment (QP RA) under the Ontario Regulation 153/04, as amended from time to time. The Offerors must submit, with their bid, evidence that QP RA meets the qualifications under the Ontario Regulation 153/04, as amended, by submitting Sections 8 and 10 of a submitted Risk Assessment Pre-submission Form that has been accepted by the MOECC, which identifies the proposed resource as the QP RA in the current bid. 5. Senior Resource - Risk Assessor / Terrestrial or Wildlife Toxicologist (Ecotoxicologist) 6. Senior Resource - Hydrogeologist 7. Senior Resource - Sediment Assessment Specialist 8. Senior Resource - Environmental Engineer – Remediation Design: <ul style="list-style-type: none"> o must be a member of the Professional Engineers of Ontario (PEO), qualified as a Professional <p><i>To demonstrate compliance, the Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) of each proposed resource in their position:</i></p> <ol style="list-style-type: none"> a) <i>Name of resource proposed;</i> b) <i>Resource's role;</i> c) <i>All post-secondary education institutions attended, dates attended (MM/YYYY) and credentials obtained;</i> d) <i>Work history with employer's names, dates employed (MM/YYYY), job title and responsibilities; and</i> e) <i>A copy of the requested license or certification, if applicable.</i> <p>Note to Offeror: The proposed resources will be further evaluated in the corporate point rated criteria. *All resources must be in-house. Resources employed by a joint-venture are considered in-house; sub-contractors are not considered in-house.</p>	
M5	<u>Project Management Methodology</u>	

	<p>The Offeror must provide information on the project management methodology to be used for this requirement and described the processes that will be in place to ensure that high quality services are delivered on time, on budget, and meeting requirements. The Offeror must demonstrate communication strategies and internal reporting relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p><i>To demonstrate compliance, the Offeror's project management methodology must, at a minimum but not limited to, include established processes for:</i></p> <ul style="list-style-type: none"> a) <i>Tracking and managing scope, cost, and schedule;</i> b) <i>Change and configuration management;</i> c) <i>Quality management- Describe corporate quality management; procedures to ensure high quality services;</i> d) <i>Risk/issues management; and</i> e) <i>Communications.</i> 	
--	---	--

2. Point Rated Criteria

Offers meeting all Mandatory Technical Criteria will be evaluated against the Point Rated Technical Criteria.

The total maximum points available for the Point-Rated technical criteria are 2290 points. **A minimum mandatory score of 70% must be achieved in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical offer does not receive a score of at least 70% in each of these two (2) sections then **no further consideration will be given** to the offer. Half points will not be allocated.

The breakdown of points for each point rated section is as follows:

Criterion Sections	Maximum Points Available	Minimum Pass Score
2.1 Corporate Experience (R1 to R5)	1010	707
2.2 Resource Experience (R6 to R8)	1280	896

Offeror should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the scoring schemes.

Validation checks may be completed at the sole discretion of Canada to assist in validating the information provided by the Offeror.

2.1 CORPORATE EXPERIENCE (R1 to R5)

Further to M3 only the proposed projects evaluated in the Mandatory Criteria M3 will be further evaluated in the corporate point rated criteria. The descriptions for each of the 12 proposed projects from M3 should consist of the following information.

- Project Information:** Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).
- Project Client Information:** - Organization name and address, client reference at working level including name, title, and contact information email or phone number.
- Project Value:** Total cost (tax not included) of the commissioned work/contract for the specified project category portion of the project. For example, if a project was completed for Phase I and II ESAs, and the project is submitted for the Phase I ESA category, only the cost for the Phase I ESA portion of the work will be considered as the Project Value.
- Project Scope and Description:** Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream 3, article 2. Based on the services required for

each project category, the description should also include elements as relates to the specified project category such as: emerging contaminants, work plan design, soil sampling, sediment sampling, development of site-specific target levels (SSTLs), risk characterization, evaluating toxicological data, development of conceptual site models, weight-of-evidence approach, ecological surveys, public communications, health and safety, etc. In case the project was carried out by a joint venture, the Offeror should identify the responsibilities of each of the firms involved in the project.

5. Project Management: Clearly demonstrate the applicable elements of project management utilized for project completion including:

- integration and work planning,
- scope – work breakdown structure,
- scheduling and time management,
- budget tracking,
- progress reporting,
- quality control,
- change control,
- human resource management,
- communications,
- project risk and
- procurement of services and contract management.

Note to Offerors: A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing offers or supply arrangements in and of itself will not be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.

Offeror should limit their response for each project to a maximum of 1500 words.

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R1	Project Client The Offeror should provide the Project Client Information for each of the proposed projects under M3. (total 12 projects)	A maximum of 15 points is available for each proposed project based on the type of Project Client: <ul style="list-style-type: none"> ▪ 15 points = Canadian Federal Government Organization (Canadian Federal Departments, Crown Corporations, Boards, or Agencies) ▪ 10 points = Canadian Provincial or Territorial Government Organization (Department, Crown Corporation, Boards, or Agencies) ▪ 7 points = Other Federal or State Government Department outside of Canada ▪ 5 points = Other clients 	180	
R2	Project Value (CAD) The Offeror should demonstrate the Project Value for each of the proposed projects under M3. (total 12 projects)	A maximum of 10 points is available for each proposed project based on its Project Value.	120	
	Phase I ESA Project	<ul style="list-style-type: none"> ▪ 10 points = Equal to or greater than \$70,000 CAD 		

		<ul style="list-style-type: none"> 7 points = Equal to or greater than \$10,000 CAD but less than \$70,000 CAD 3 points = Less than \$10,000 CAD 		
	Phase II ESA Project	<ul style="list-style-type: none"> 10 points = Equal to or greater than \$150,000 CAD 7 points = Equal to or greater than \$75,000 CAD but less than \$150,000 CAD 3 points = Less than \$75,000 CAD 		
	Human Health Risk Assessment or Ecological Risk Assessment	<ul style="list-style-type: none"> 10 points = Equal to or greater than \$150,000 CAD 7 points = Equal to or greater than \$75,000 CAD but less than \$150,000 CAD 3 points = Less than \$75,000 CAD 		
	Design and Management of Site Remediation Project	<ul style="list-style-type: none"> 10 points = Equal to or greater than \$180,000 CAD 7 points = Equal to or greater than \$75,000 CAD but less than \$180,000 CAD 3 points = Less than \$75,000 CAD 		
	Contaminated Sediment Assessment Project	<ul style="list-style-type: none"> 10 points = Equal to or greater than \$200,000 CAD 7 points = Equal to or greater than \$100,000 CAD but less than \$200,000 CAD 3 points = Less than \$100,000 CAD 		
R3	<p>Project Management</p> <p>The Offeror should identify one project from each of the following categories for evaluation. These projects will be comprised of the proposed project(s) submitted under M3.</p> <ol style="list-style-type: none"> Human Health Risk Assessment/Ecological Risk Assessment Design and Management of Site Remediation Project Contaminated Sediment Assessment <p>The Offeror will be awarded points based on demonstrating the Project Management elements utilized to complete</p>	<p>A maximum of 120 points is available for each proposed project.</p> <ul style="list-style-type: none"> 120 points = Identification and clear demonstration of 9 elements or more 100 points = Identification and clear demonstration of 8 elements 80 points = Identification and clear demonstration of 7 elements 60 points = Identification and clear demonstration of 6 elements 40 points = Identification and clear demonstration of 5 elements 10 points = Identification and clear of 4 or less elements 	360	

	<p>each of the three proposed projects identified above:</p> <ul style="list-style-type: none"> • integration and work planning, • scope – work breakdown structure, • scheduling and time management, • budget tracking, • progress reporting, • quality control, • change control, • human resource management, • communications, • project risk, • procurement of services and contract management 			
R4	<p>Capacity Management</p> <p>Including the Offeror's proposed resources from M4, the Offeror should list all proposed resources with the ability, capacity and expertise to provide the full range of required services and deliverables for Stream 3, Appendix 1 to Annex A.</p>		300	
	1. Senior Resource – minimum 10 years experience	<ul style="list-style-type: none"> ▪ 60 points = 16 or more resources ▪ 30 points = 8 to 15 resources ▪ 5 points = 1 to 8 resources 		
	2. Intermediate Resource – minimum 5 years experience	<ul style="list-style-type: none"> ▪ 60 points = 16 or more resources ▪ 30 points = 8 to 15 resources ▪ 5 points = 1 to 8 resources 		
	3. Junior Resource – minimum 2 years experience	<ul style="list-style-type: none"> ▪ 60 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	4. Senior Field Resource – minimum 8 years experience	<ul style="list-style-type: none"> ▪ 60 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	5. CAD/Draftperson – minimum 2 years experience	<ul style="list-style-type: none"> ▪ 60 points = 3 or more resources ▪ 30 points = 2 resources ▪ 10 points = 1 resource 		

R5	<p>Social-Economic Initiative</p> <p>To encourage the inclusion of a diverse group of individuals that will be involved in the projects as a result of these Standing Offers, describe examples the Offeror's organization uses to ensure underrepresented groups (for examples, but limited to, visible minorities, women, Indigenous persons, youth, and veterans) are managed and encouraged through the use of Human Resource (HR) policies, training or skills development policies or program, employment, scholarships, etc.</p> <p>To describe the social-economic initiative, the Offeror should submit the following information:</p> <ol style="list-style-type: none"> 1. Name of social-economic initiative, program, policy, action plan, report, or document; 2. Brief description of the social-economic initiative, program, policy, action plan or report; 3. Description of the social-economic initiative, program, policy's impact(s) (quantitative or qualitative) on the underrepresented group. 	<ul style="list-style-type: none"> 10 points for each social-economic initiative demonstrated, up to a maximum of 50 points 	50	
	Corporate Experience - Maximum Available Points:		1010	
	Corporate Experience - Minimum Pass Mark (70%):		707	

2.2 RESOURCE EXPERIENCE (R6 to R8)

For each of the 8, in-house, resources proposed in M4, the Offeror is requested to provide the following:

2.2.1. Resume: Along with the mandatory information from M4, the resume for each proposed resource, should include all their professional accreditation, date accreditation obtained and current status. The Offerors should list the valid professional accreditations. For all specializations, the relevant jurisdiction is Ontario, except for those accreditations that are not issued regionally. These will be further evaluated in R7.

2.2.2 Maximum two (2) completed projects per resource, that demonstrates each proposed resource's experience in their respective key position (total number of projects for all 8 resources should not exceed 16 projects). In the event that more than two (2) projects are submitted per resource, only the first two proposed projects, as they appear in the offer, will be evaluated.

- (i) In order to be awarded points for a project, the role of the resource on the submitted project must be the

same as the proposed role for the key position.

(ii) For the purposes of evaluation, proposed projects must be related to the Contaminated Sites Investigations and should include: Phase I/II/III ESAs, Site Specific Human Health Risk Assessment, Site Specific Ecological Risk Assessment, Contaminated Sediment Assessment, Design and Remediation of Contaminated Sites or Sediment. If the submitted project is not in these categories, "0" points will be assigned to that project.

(iii) The description for each proposed project submitted should consist of the following information.

- a. **Project Information:** Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).
- b. **Client Information:** Organization name and address, client reference at the working level including name, title, and contact information email or phone number.
- c. **Project Scope and Description:** Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream 3, article 2. Based on the services required for each project category, the description should also include elements as relates to the specified project category such as, but not limited to, emerging contaminants, work plan design, soil sampling, sediment sampling, development of site-specific target levels (SSTLs), risk characterization, evaluating toxicological data, development of conceptual site models, weight-of-evidence approach, ecological surveys, public communications, health and safety, etc. In case the project was carried out by a joint venture, the Offeror should identify the responsibilities of each of the firms involved in the project.

2.2.3 Resource Responsibilities in the Key Position: The Offeror should fully and clearly describe the role and responsibilities performed by the proposed resource in their key position including technical and practical experience on the proposed project. Experience should include, but not limited to, the elements that have been listed under each of the key positions.

a. RISO Contact:

- managing programs of work
- strategic direction
- project risk
- liaising with client
- communications with regulators
- communications with stakeholders
- human resources management
- senior review
- quality assurance and control
- dispute resolution

b. Senior Resource - Project Manager:

- managing programs of work
- scope
- schedule
- budget
- change control
- quality
- human resource management
- communications
- project risk
- procurement of services and contract management
- public/indigenous engagement,
- health and safety plans

c. Senior Resource - Environmental Site Assessment:

- planning and designing environmental sampling and analysis work plans
- developing standard operating procedures
- evaluating and interpreting site assessment data

- regulatory compliance oversight
- senior review
- senior technical advice
- evaluating multiple lines of evidence
- directing complex site assessment work
- making recommendations
- preparing reports

d. Senior Resource - Risk Assessor – Human Health Toxicologist:

- planning and designing site specific human health risk assessments and provision of supporting analysis work plans
- regulatory compliance oversight
- evaluating toxicological data for human receptors
- developing standard operating procedures
- selecting TRVs and establishing SSTLs regulatory compliance oversight
- evaluating multiple lines of evidence
- senior review
- senior technical advice
- making recommendations
- preparing reports
- directing complex risk assessment work
- public/indigenous engagement
- risk characterization
- quality assurance and quality control

e. Senior Resource - Risk Assessor – Terrestrial or Wildlife:

- planning and designing site specific ecological risk assessments
- developing standard operating procedures
- senior technical advice
- directing complex risk assessment work
- making recommendations
- regulatory compliance oversight
- selecting TRVs or establishing SSTLs
- senior review
- public/indigenous engagement
- preparing reports
- evaluating toxicological data for aquatic and terrestrial receptors
- evaluating multiple lines of evidence
- ecological surveys
- risk characterization

f. Senior Resource - Hydrogeologist:

- planning and designing hydrogeological sampling and analysis work plans
- regulatory compliance oversight,
- interpretation of hydrogeological data
- evaluation of contaminant transport and fate
- making recommendations
- evaluating multiple lines of evidence
- senior technical advice
- senior review
- directing complex hydrogeological assessment work
- preparing reports
- technical lead
- developing standard operating procedures

g. Senior Resource - Sediment Assessment Specialist:

- planning and designing sediment sampling and analysis work plans

- evaluating and interpreting toxicological data
- evaluating and interpreting chemistry data
- planning and designing toxicity studies
- regulatory compliance oversight
- evaluating multiple lines of evidence
- senior technical advice
- senior review
- directing complex sediment assessment work
- preparing reports
- technical lead
- developing standard operating procedures
- making recommendations

h. Senior Resource - Environmental Engineer – Remediation Design:

- planning and designing remediation work plans
- regulatory compliance oversight
- interpretation of hydrogeological data
- directing complex site remediation work including management of site supervision of contractors during remediation work
- evaluating multiple lines of evidence
- provision of detailed design drawings and specifications for remediation contracts
- developing standard operating procedures
- senior technical advice
- senior review
- preparing reports
- technical lead
- making recommendations

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R6	Education For each proposed resource in M4, the Offer should outline their education details.	Maximum points available for each proposed resource is 15 points. <ul style="list-style-type: none"> ▪ 15 points = Graduate degree ▪ 10 points = Undergraduate degree ▪ 5 points = College diploma 	120	
R7	Accreditation For each proposed resource in M4, the Offer should provide their relevant professional accreditations. Accreditations that will be acceptable are: <ul style="list-style-type: none"> • Professional Engineer (P.Eng), • Professional Geoscientist (P.Geo), • Professional Biologist (P.Bio or RPBio), • Chartered Chemist (C.Chem), • Diplomat of the American Board of Toxicology (DABT), • Project Management 	Maximum points available for each proposed resource is 5 points. <ul style="list-style-type: none"> ▪ 5 points = Accredited Certification ▪ 0 points = No Accredited Certification <p>To demonstrate compliance, the Offeror should, for each proposed resource, provide a copy of their certification.</p>	40	

	<p>Professional (PMP),</p> <ul style="list-style-type: none"> • Certified Environmental Professional (EP)* • Certified Engineering Technologist (C.E.T.) <p><i>*On August 1, 2010, Canadian Certified Environmental Practitioner (CCEP) was merged under the credential EP – Environmental Professional</i></p> <p>http://www.cecab.org/public/content.aspx?display=background</p>			
R8	<p>1. RISO Contact</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Environmental Site Assessment as per Canadian Standard Association, 2. Risk Assessment, 3. Sediment Assessment or 4. Contaminated Sites/Sediment Remediation <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under 2.2.3 a) in this table</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 70 points = Identification and clear demonstration of 10 or more elements ▪ 50 points = Identification and clear demonstration of 7 to 9 elements ▪ 30 points = Identification and clear demonstration 4 to 6 elements ▪ 10 points = Identification and clear demonstration of 3 or less elements 	140	
	<p>2. Senior Resource - Project Manager</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Risk Assessment, 2. Sediment Assessment 3. Contaminated Sites/Sediment Remediation 	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 70 points = Identification and clear demonstration of 10 or more elements ▪ 50 points = Identification and clear demonstration of 7 to 9 elements ▪ 30 points = Identification and clear 	140	

	<p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 b) in this table.</p>	<p>demonstration 4 to 6 elements</p> <ul style="list-style-type: none"> 10 points = Identification and clear demonstration of 3 or less elements 		
	<p>3. Senior Resource - Environmental Site Assessment</p> <p>a) Project Experience The Offeror should propose two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <ol style="list-style-type: none"> 1. Phase I Environmental Site Assessment 2. Phase III Environmental Site Assessment <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 c) in this table</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> 70 points = Identification and clear demonstration of 10 or more elements 50 points = Identification and clear demonstration of 7 to 9 elements 30 points = Identification and clear demonstration 4 to 6 elements 10 points = Identification and clear demonstration of 3 or less elements 	140	
	<p>4. Senior Resource - Risk Assessor – Human Health Toxicologist</p> <p>a) Project Experience The Offeror should propose two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <ol style="list-style-type: none"> 1. Human Health Risk Assessment as per FCSAP Framework 2. Human Health Risk Assessment as per other jurisdictions <p>b) Resource Responsibilities For the two (2) projects that have</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> 70 points = Identification and clear demonstration of 10 or more elements 50 points = Identification and clear demonstration of 7 to 9 elements 30 points = Identification and clear demonstration 4 to 6 elements 10 points = Identification and clear demonstration of 3 or less elements 	140	

	been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 d) in this table.			
	<p>5. Senior Resource - Risk Assessor - Terrestrial or Wildlife</p> <p>a) Project Experience The Offeror should propose two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <ol style="list-style-type: none"> 1. Ecological Risk Assessment as per FCSAP Framework 2. Ecological Risk Assessment as per other jurisdictions. <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 e) in this table.</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 70 points = Identification and clear demonstration of 10 or more elements ▪ 50 points = Identification and clear demonstration of 7 to 9 elements ▪ 30 points = Identification and clear demonstration 4 to 6 elements ▪ 10 points = Identification and clear demonstration of 3 or less elements 	140	
	<p>6. Senior Resource - Hydrogeologist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <ol style="list-style-type: none"> 1. Contaminated Sites Remediation 2. Phase III Environmental Site Assessment <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 f) in this table</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 70 points = Identification and clear demonstration of 10 or more elements ▪ 50 points = Identification and clear demonstration of 7 to 9 elements ▪ 30 points = Identification and clear demonstration 4 to 6 elements ▪ 10 points = Identification and clear demonstration of 3 or less elements 	140	
	7. Senior Resource - Sediment	Maximum points available for each	140	

	<p>Assessment Specialist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <p>1. Contaminated Sediment Assessment as per FCSAP Aquatic Framework or Canada-Ontario Framework</p> <p>2. Contaminated Sediment Assessment as per other jurisdictions</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource’s project experience on the elements under Section 2.2.3 g) in this table</p>	<p>proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource’s project experience in the proposed key position.</p> <ul style="list-style-type: none">▪ 70 points = Identification and clear demonstration of 10 or more elements▪ 50 points = Identification and clear demonstration of 7 to 9 elements▪ 30 points = Identification and clear demonstration 4 to 6 elements▪ 10 points = Identification and clear demonstration of 3 or less elements		
	<p>8. Senior Resource - Environmental Engineer - Remediation Design</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource from the project category listed below.</p> <p>1. Design of Contaminated Site or Sediment Remediation</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource’s project experience on the elements under Section 2.2.3 h) in this table</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource’s project experience in the proposed key position.</p> <ul style="list-style-type: none">▪ 70 points = Identification and clear demonstration of 10 or more elements▪ 50 points = Identification and clear demonstration of 7 to 9 elements▪ 30 points = Identification and clear demonstration 4 to 6 elements▪ 10 points = Identification and clear demonstration of 3 or less elements	140	
	Resource Experience - Maximum Available Points:		1280	
	Resource Experience - Minimum Pass Mark (70%):		896	
Stream 3 - Total Evaluated Point-Rated Technical Criteria (Section 1 + Section 2):				

Note to Offerors – For the purpose of submitting projects as part of R8, it is suggested that the Offerors use the following sample table to provide the required information for each project. An alternative format will be accepted.

Sample Table: Senior Consultant – Environmental Site Assessment

	Project #
Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).	
Organization name and address, client reference at the working level including name, title, and contact information email or phone number.	
Project Description including:	
- Resource Role in the Project	
- Senior Consultant – Environmental Site Assessment Responsibilities	
<u>Evaluation Criteria Elements</u> <ul style="list-style-type: none"> •Planning and designing environmental sampling and analysis work plans •Developing standard operating procedures •Regulatory compliance oversight •Evaluating and interpreting site assessment data •Senior review •Senior technical advice •Technical lead •Directing complex site assessment work •Making recommendations •Preparing reports •Evaluating multiple lines of evidence 	

STREAM 3A: CONTAMINATED SITES CONSULTING SERVICES – Aboriginal Set-Aside

1. Mandatory Technical Evaluation Criteria

The Offeror must provide documentation and demonstrate in the offer that they meet each and every criterion.

Failure to provide supporting documentation will result in the offer being deemed non-responsive.

1.1 CORPORATE EXPERIENCE

#	Mandatory Technical Criteria	Cross Reference to Proposal
M1	<p>The Offeror must be an Environmental Firm licensed, certified, or otherwise authorized to provide the necessary environmental and professional services to the full extent that is required by Federal or provincial law applicable to the Contaminated Sites Consulting Services in the province of Ontario.</p> <p>To demonstrate compliance, the Offeror must provide a copy of the valid Certificate of Approval or Authorization or a confirmation letter from the Association of Professional Engineers of Ontario or the Association of Professional Geoscientists of Ontario.</p>	
M2	<p>The Offeror must demonstrate that they have a minimum of five (5) years' experience within the last 10 years, from the date of solicitation closing, performing services in each of the following Contaminated Sites categories:</p> <ol style="list-style-type: none"> 1. Environmental Sites Assessment; 2. Human Health and Ecological Risk Assessment; 3. Contaminated Sediment Assessment; and 4. Remediation of Contaminated Sites or Sediment. <p><i>To demonstrate compliance, the Offeror must provide a list of their completed projects for the above assessment categories that includes the following information:</i></p> <ol style="list-style-type: none"> a. Project category; b. Project location (city, province/territory/state, country); c. Project start date and completion date (DD/MM/YYYY); and d. Name of the client organization. 	
M3	<p>The Offeror must demonstrate, through projects, that they have experience in the Contaminated Sites field performing services in the following six project categories. The number of required projects per project category have been identified below:</p> <ol style="list-style-type: none"> 1. Phase I Environmental Site Assessment (2 projects) 2. Phase II Environmental Site Assessment (2 projects) 3. Human Health Risk Assessment (2 projects) 4. Ecological Risk Assessment (2 projects) 5. Design and Management of Site Remediation (2 projects) 6. Contaminated Sediment Assessment (2 projects) <p><i>To demonstrate compliance, proposed projects must have been completed by the Offeror in the last 10 years from the date of solicitation closing and each proposed project must provide the following information:</i></p> <ol style="list-style-type: none"> a) Project category; b) Project name; c) Project location (city, province/territory/state, country); d) Project start date and completion date (DD/MM/YYYY); and 	

	<p><i>e) Project client reference including name, title and contact information either email address or phone number.</i></p> <p>Note to Offeror: The evaluation team will only evaluate the indicated number of projects per category, in the order received, in the case the Offeror submits over and above the required number. Only the proposed projects in the Mandatory Criteria will be further evaluated in the corporate point rated criteria. A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed.</p>	
M4	<p>The Offeror must propose one *In-House resource for each of the 8 key positions below and must demonstrate that each proposed resource has a minimum of 10 years of experience, or a minimum of 15 years' experience for the RISO Contact key position, from the date of solicitation closing, in their key position.</p> <ol style="list-style-type: none"> 1. RISO Contact 2. Senior Resource - Project Manager 3. Senior Resource – Environmental Site Assessment (ESA): <ul style="list-style-type: none"> o must be qualified as a Qualified Person, Environmental Site Assessment (QP ESA) under the Ontario Regulation 153/04 as amended from time to time. The Offerors must submit, with their bid, evidence that QP ESA meets the qualifications under the Ontario Regulation 153/04, as amended, by submitting a copy of their professional license (i.e. P.Eng and/or P.Geo). 4. Senior Resource - Risk Assessor – Human Health Toxicologist: <ul style="list-style-type: none"> o must be qualified as a Qualified Person, Risk Assessment (QP RA) under the Ontario Regulation 153/04, as amended from time to time. The Offerors must submit, with their bid, evidence that QP RA meets the qualifications under the Ontario Regulation 153/04, as amended, by submitting Sections 8 and 10 of a submitted Risk Assessment Pre-submission Form that has been accepted by the MOECC, which identifies the proposed resource as the QP RA in the current bid. 5. Senior Resource - Risk Assessor / Terrestrial or Wildlife Toxicologist (Ecotoxicologist) 6. Senior Resource - Hydrogeologist 7. Senior Resource - Sediment Assessment Specialist 8. Senior Resource - Environmental Engineer – Remediation Design: <ul style="list-style-type: none"> o must be a member of the Professional Engineers of Ontario (PEO), qualified as a Professional <p><i>To demonstrate compliance, the Offeror must provide the following information in the resume (Resumes should not exceed 2 pages) of each proposed resource in their position:</i></p> <ol style="list-style-type: none"> a) Name of resource proposed; b) Resource's role; c) All post-secondary education institutions attended, dates attended (MM/YYYY) and credentials obtained; d) Work history with employer's names, dates employed (MM/YYYY), job title and responsibilities; and e) A copy of the requested license or certification, if applicable. <p>Note to Offeror: The proposed resources will be further evaluated in the corporate point rated criteria. *All resources must be in-house. Resources employed by a joint-venture are considered in-house; sub-contractors are not considered in-house.</p>	
M5	<u>Project Management Methodology</u>	

	<p>The Offeror must provide information on the project management methodology to be used for this requirement and described the processes that will be in place to ensure that high quality services are delivered on time, on budget, and meeting requirements. The Offeror must demonstrate communication strategies and internal reporting relationships to support quick and successful resolution to all problems and interactions with stakeholders.</p> <p><i>To demonstrate compliance, the Offeror's project management methodology must, at a minimum but not limited to, include established processes fo:</i></p> <ul style="list-style-type: none"> a) <i>Tracking and managing scope, cost, and schedule;</i> b) <i>Change and configuration management;</i> c) <i>Quality management- Describe corporate quality management; procedures to ensure high quality services;</i> d) <i>Risk/issues management; and</i> e) <i>Communications.</i> 	
--	--	--

2. Point Rated Criteria

Offers meeting all Mandatory Technical Criteria will be evaluated against the Point Rated Technical Criteria.

The total maximum points available for the Point-Rated technical criteria are 2290 points. **A minimum mandatory score of 70% must be achieved in each of the 2 sections of the point rated technical criteria.** If the Offeror's technical offer does not receive a score of at least 70% in each of these two (2) sections then **no further consideration will be given** to the offer. Half points will not be allocated.

The breakdown of points for each point rated section is as follows:

Criterion Sections	Maximum Points Available	Minimum Pass Score
2.1 Corporate Experience (R1 to R5)	1010	707
2.2 Resource Experience (R6 to R8)	1280	896

Offeror should utilize the unique number identified with each point-rated criteria and the associated title in responding to the rated criteria. Offerors' responses to the point-rated criteria will be evaluated and scored in accordance with the scoring schemes.

Validation checks may be completed at the sole discretion of Canada to assist in validating the information provided by the Offeror.

2.1 CORPORATE EXPERIENCE (R1 to R5)

<p>Further to M3, only the proposed projects evaluated in the Mandatory Criteria M3 will be further evaluated in the corporate point rated criteria. The descriptions for each of the 12 proposed project from M3 should consist of the following information.</p> <ul style="list-style-type: none"> a. Project Information: Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY). b. Project Client Information: - Organization name and address, client reference at working level including name, title, and contact information email or phone number. c. Project Value: Total cost (tax not included) of the commissioned work/contract for the specified project category portion of the project. For example, if a project was completed for Phase I and II ESAs, and the project is submitted for the Phase I ESA category, only the cost for the Phase I ESA portion of the work will be considered as the Project Value. d. Project Scope and Description: Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream 3, article 2. Based on the services required for

each project category, the description should also include elements as relates to the specified project category such as: emerging contaminants, work plan design, soil sampling, sediment sampling, development of site-specific target levels (SSTLs), risk characterization, evaluating toxicological data, development of conceptual site models, weight-of-evidence approach, ecological surveys, public communications, health and safety, etc. In case the project was carried out by a joint venture, the Offeror should identify the responsibilities of each of the firms involved in the project.

e. **Project Management:** Clearly demonstrate the applicable elements of project management utilized for project completion including:

- integration and work planning,
- scope – work breakdown structure,
- scheduling and time management,
- budget tracking,
- progress reporting,
- quality control,
- change control,
- human resource management,
- communications,
- project risk and
- procurement of services and contract management.

Note to Offerors: A distinct phase or stage of a larger project or program will be considered a project in its own right as long as the work associated with that phase is completed. For the purposes of this evaluation, identifying positions on standing offers or supply arrangements in and of itself will not be considered as an example of a project, nor will simply providing a list of multiple projects satisfy the requirement to demonstrate meeting this criterion.

Offeror should limit their response for each project to a maximum of 1500 words.

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R1	Project Client The Offeror should provide the Project Client Information for each of the proposed projects under M3. (total 12 projects)	A maximum of 15 points is available for each proposed project based on the type of Project Client: <ul style="list-style-type: none"> ▪ 15 points = Canadian Federal Government Organization (Canadian Federal Departments, Crown Corporations, Boards, or Agencies) ▪ 10 points = Canadian Provincial or Territorial Government Organization (Department, Crown Corporation, Boards, or Agencies) ▪ 7 points = Other Federal or State Government Department outside of Canada ▪ 5 points = Other clients 	180	
R2	Project Value (CAD) The Offeror should demonstrate the Project Value for each of the proposed projects under M3. (total 12 projects)	A maximum of 10 points is available for each proposed project based on its Project Value.	120	
	Phase I ESA Project	<ul style="list-style-type: none"> ▪ 10 points = Equal to or greater than \$70,000 CAD 		

		<ul style="list-style-type: none"> 7 points = Equal to or greater than \$10,000 CAD but less than \$70,000 CAD 3 points = Less than \$10,000 CAD 		
	Phase II ESA Project	<ul style="list-style-type: none"> 10 points = Equal to or greater than \$150,000 CAD 7 points = Equal to or greater than \$75,000 CAD but less than \$150,000 CAD 3 points = Less than \$75,000 CAD 		
	Human Health Risk Assessment or Ecological Risk Assessment	<ul style="list-style-type: none"> 10 points = Equal to or greater than \$150,000 CAD 7 points = Equal to or greater than \$75,000 CAD but less than \$150,000 CAD 3 points = Less than \$75,000 CAD 		
	Design and Management of Site Remediation Project	<ul style="list-style-type: none"> 10 points = Equal to or greater than \$180,000 CAD 7 points = Equal to or greater than \$75,000 CAD but less than \$180,000 CAD 3 points = Less than \$75,000 CAD 		
	Contaminated Sediment Assessment Project	<ul style="list-style-type: none"> 10 points = Equal to or greater than \$200,000 CAD 7 points = Equal to or greater than \$100,000 CAD but less than \$200,000 CAD 3 points = Less than \$100,000 CAD 		
R3	<p>Project Management</p> <p>The Offeror should identify one project from each of the following categories for evaluation. These projects will be comprised of the proposed project(s) submitted under M3.</p> <ol style="list-style-type: none"> Human Health Risk Assessment/Ecological Risk Assessment Design and Management of Site Remediation Project Contaminated Sediment Assessment <p>The Offeror will be awarded points based on demonstrating the Project Management elements utilized to complete</p>	<p>A maximum of 120 points is available for each proposed project.</p> <ul style="list-style-type: none"> 120 points = Identification and clear demonstration of 9 elements or more 100 points = Identification and clear demonstration of 8 elements 80 points = Identification and clear demonstration of 7 elements 60 points = Identification and clear demonstration of 6 elements 40 points = Identification and clear demonstration of 5 elements 10 points = Identification and clear of 4 or less elements 	360	

	<p>each of the three proposed projects identified above:</p> <ul style="list-style-type: none"> • integration and work planning, • scope – work breakdown structure, • scheduling and time management, • budget tracking, • progress reporting, • quality control, • change control, • human resource management, • communications, • project risk, • procurement of services and contract management 			
R4	<p>Capacity Management</p> <p>Including the Offeror's proposed resources from M4, the Offeror should list all proposed resources with the ability, capacity and expertise to provide the full range of required services and deliverables for Stream 3, Appendix 1 to Annex A.</p>		300	
	1. Senior Resource – minimum 10 years experience	<ul style="list-style-type: none"> ▪ 60 points = 16 or more resources ▪ 30 points = 8 to 15 resources ▪ 5 points = 1 to 8 resources 		
	2. Intermediate Resource – minimum 5 years experience	<ul style="list-style-type: none"> ▪ 60 points = 16 or more resources ▪ 30 points = 8 to 15 resources ▪ 5 points = 1 to 8 resources 		
	3. Junior Resource – minimum 2 years experience	<ul style="list-style-type: none"> ▪ 60 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	4. Senior Field Resource – minimum 8 years experience	<ul style="list-style-type: none"> ▪ 60 points = 10 or more resources ▪ 30 points = 5 to 9 resources ▪ 10 points = 1 to 4 resources 		
	5. CAD/Draftperson – minimum 2 years experience	<ul style="list-style-type: none"> ▪ 60 points = 3 or more resources ▪ 30 points = 2 resources ▪ 10 points = 1 resource 		

R5	<p>Social-Economic Initiative</p> <p>To encourage the inclusion of a diverse group of individuals that will be involved in the projects as a result of these Standing Offers, describe examples the Offeror's organization uses to ensure underrepresented groups (for examples, but not limited to, visible minorities, women, Indigenous persons, youth, and veterans) are managed and encouraged through the use of Human Resource (HR) policies, training or skills development policies or program, employment, scholarships, etc.</p> <p>To describe the social-economic initiative, the Offeror should submit the following information:</p> <p>4. Name of social-economic initiative, program, policy, action plan, report, or document;</p> <p>5. Brief description of the social-economic initiative, program, policy, action plan or report;</p> <p>6. Description of the social-economic initiative, program, policy's impact(s) (quantitative and qualitative) on the underrepresented group.</p>	<ul style="list-style-type: none"> 10 points for each social-economic initiative demonstrated, up to a maximum of 50 points 	50	
	Corporate Experience - Maximum Available Points:		1010	
	Corporate Experience - Minimum Pass Mark (70%):		707	

2.2 RESOURCE EXPERIENCE (R6 to R8)

For each of the 8, in-house, resources proposed in M4, the Offeror is requested to provide the following:

2.2.1. Resume: Along with the mandatory information from M4, the resume for each proposed resource, should include all their professional accreditation, date accreditation obtained and current status. The Offerors should list the valid professional accreditations. For all specializations, the relevant jurisdiction is Ontario, except for those accreditations that are not issued regionally. These will be further evaluated in R7.

2.2.2 Maximum two (2) completed projects per resource, that demonstrates each proposed resource;s experience in their respective key position (total number of projects for all 8 resources should not exceed 16 projects). In the event that more than two (2) projects are submitted per resource, only the first two proposed projects, as they appear in the offer will be evaluated.

- (i) In order to be awarded points for a project, the role of the resource on the submitted project must be the

same as the proposed role for the key position.

(ii) For the purposes of evaluation, proposed projects must be related to the Contaminated Sites Investigations and should include: Phase I/II/III ESAs, Site Specific Human Health Risk Assessment, Site Specific Ecological Risk Assessment, Contaminated Sediment Assessment, Design and Remediation of Contaminated Sites or Sediment. If the submitted project is not in these categories, "0" points will be assigned to that project.

(iii) The description for each proposed project submitted should consist of the following information.

- a. **Project Information:** Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).
- b. **Client Information:** Organization name and address, client reference at the working level including name, title, and contact information email or phone number.
- c. **Project Scope and Description:** Clearly describe the project scope including scope and activities of the project categories described in Appendix 1 to Annex A, Stream 3, article 2. Based on the services required for each project category, the description should also include elements as relates to the specified project category such as, but not limited to, emerging contaminants, work plan design, soil sampling, sediment sampling, development of site-specific target levels (SSTLs), risk characterization, evaluating toxicological data, development of conceptual site models, weight-of-evidence approach, ecological surveys, public communications, health and safety, etc. In case the project was carried out by a joint venture, the Offeror should identify the responsibilities of each of the firms involved in the project.

2.2.3 Resource Responsibilities in the Key Position: The Offeror should fully and clearly describe the role and responsibilities performed by the proposed resource in their key position including technical and practical experience on the proposed project. Experience should include, but not limited to, the elements that have been listed under each of the key positions.

a. RISO Contact:

- managing programs of work
- strategic direction
- project risk
- liaising with client
- communications with regulators
- communications with stakeholders
- human resources management
- senior review
- quality assurance and control
- dispute resolution

b. Senior Resource - Project Manager:

- managing programs of work
- scope
- schedule
- budget
- change control
- quality
- human resource management
- communications
- project risk
- procurement of services and contract management
- public/indigenous engagement,
- health and safety plans

c. Senior Resource - Environmental Site Assessment:

- planning and designing environmental sampling and analysis work plans
- developing standard operating procedures

- evaluating and interpreting site assessment data
- regulatory compliance oversight
- senior review
- senior technical advice
- evaluating multiple lines of evidence
- directing complex site assessment work
- making recommendations
- preparing reports

d. Senior Resource - Risk Assessor – Human Health Toxicologist:

- planning and designing site specific human health risk assessments and provision of supporting analysis work plans
- regulatory compliance oversight
- evaluating toxicological data for human receptors
- developing standard operating procedures
- selecting TRVs and establishing SSTLs regulatory compliance oversight
- evaluating multiple lines of evidence
- senior review
- senior technical advice
- making recommendations
- preparing reports
- directing complex risk assessment work
- public/indigenous engagement
- risk characterization
- quality assurance and quality control

e. Senior Resource - Risk Assessor – Terrestrial or Wildlife:

- planning and designing site specific ecological risk assessments
- developing standard operating procedures
- senior technical advice
- directing complex risk assessment work
- making recommendations
- regulatory compliance oversight
- selecting TRVs or establishing SSTLs
- senior review
- public/indigenous engagement
- preparing reports
- evaluating toxicological data for aquatic and terrestrial receptors
- evaluating multiple lines of evidence
- ecological surveys
- risk characterization

f. Senior Resource - Hydrogeologist:

- planning and designing hydrogeological sampling and analysis work plans
- regulatory compliance oversight,
- interpretation of hydrogeological data
- evaluation of contaminant transport and fate
- making recommendations
- evaluating multiple lines of evidence
- senior technical advice
- senior review
- directing complex hydrogeological assessment work
- preparing reports
- technical lead
- developing standard operating procedures

g. Senior Resource - Sediment Assessment Specialist:

- planning and designing sediment sampling and analysis work plans
- evaluating and interpreting toxicological data
- evaluating and interpreting chemistry data
- planning and designing toxicity studies
- regulatory compliance oversight
- evaluating multiple lines of evidence
- senior technical advice
- senior review
- directing complex sediment assessment work
- preparing reports
- technical lead
- developing standard operating procedures
- making recommendations

h. Senior Resource - Environmental Engineer – Remediation Design:

- planning and designing remediation work plans
- regulatory compliance oversight
- interpretation of hydrogeological data
- directing complex site remediation work including management of site supervision of contractors during remediation work
- evaluating multiple lines of evidence
- provision of detailed design drawings and specifications for remediation contracts
- developing standard operating procedures
- senior technical advice
- senior review
- preparing reports
- technical lead
- making recommendations

No.	Point Rated Criteria	Scoring Scheme	Maximum Points Available	Cross Reference to Technical Offer
R6	Education For each proposed resource in M4, the Offer should outline their education details.	Maximum points available for each proposed resource is 15 points. <ul style="list-style-type: none"> ▪ 15 points = Graduate degree ▪ 10 points = Undergraduate degree ▪ 5 points = College diploma 	120	
R7	Accreditation For each proposed resource in M4, the Offer should provide their relevant professional accreditations. Accreditations that will be acceptable are: <ul style="list-style-type: none"> • Professional Engineer (P.Eng), • Professional Geoscientist (P.Geo), • Professional Biologist (PBio or RPBio), • Chartered Chemist (C.Chem), • Diplomat of the American Board of Toxicology (DABT), 	Maximum points available for each proposed resource is 5 points. <ul style="list-style-type: none"> ▪ 5 points = Accredited Certification ▪ 0 points = No Accredited Certification <p>To demonstrate compliance, the Offeror should, for each proposed resource, provide a copy of their certification.</p>	40	

	<ul style="list-style-type: none"> • Project Management Professional (PMP), • Certified Environmental Professional (EP)* • Certified Engineering Technologist (C.E.T.) <p><i>*On August 1, 2010, Canadian Certified Environmental Practitioner (CCEP) was merged under the credential EP – Environmental Professional</i></p> <p>http://www.cecab.org/public/content.a.spx?display=background</p>			
R8	<p>1. RISO Contact</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Environmental Site Assessment as per Canadian Standard Association, 2. Risk Assessment, 3. Sediment Assessment or 4. Contaminated Sites/Sediment Remediation <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under 2.2.3 a) in this table</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 70 points = Identification and clear demonstration of 10 or more elements ▪ 50 points = Identification and clear demonstration of 7 to 9 elements ▪ 30 points = Identification and clear demonstration 4 to 6 elements ▪ 10 points = Identification and clear demonstration of 3 or less elements 	140	
	<p>2. Senior Resource - Project Manager</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the two submitted projects must be from two different project categories listed below.</p> <ol style="list-style-type: none"> 1. Risk Assessment, 2. Sediment Assessment 3. Contaminated Sites/Sediment 	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 70 points = Identification and clear demonstration of 10 or more elements ▪ 50 points = Identification and clear demonstration of 7 to 9 elements 	140	

	<p>Remediation</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 b) in this table.</p>	<ul style="list-style-type: none"> ▪ 30 points = Identification and clear demonstration 4 to 6 elements ▪ 10 points = Identification and clear demonstration of 3 or less elements 		
	<p>3. Senior Resource - Environmental Site Assessment</p> <p>a) Project Experience The Offeror should propose two (2) projects for the proposed resource. To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <p>1. Phase I Environmental Site Assessment 2. Phase III Environmental Site Assessment</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 c) in this table</p>	<p>Maximum points available for each proposed project is 70 points. In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 70 points = Identification and clear demonstration of 10 or more elements ▪ 50 points = Identification and clear demonstration of 7 to 9 elements ▪ 30 points = Identification and clear demonstration 4 to 6 elements ▪ 10 points = Identification and clear demonstration of 3 or less elements 	140	
	<p>4. Senior Resource - Risk Assessor – Human Health Toxicologist</p> <p>a) Project Experience The Offeror should propose two (2) projects for the proposed resource. To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <p>1. Human Health Risk Assessment as per FCSAP Framework 2. Human Health Risk Assessment as per other jurisdictions</p> <p>b) Resource Responsibilities</p>	<p>Maximum points available for each proposed project is 70 points. In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 70 points = Identification and clear demonstration of 10 or more elements ▪ 50 points = Identification and clear demonstration of 7 to 9 elements ▪ 30 points = Identification and clear demonstration 4 to 6 elements ▪ 10 points = Identification and clear demonstration of 3 or less elements 	140	

	For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 d) in this table.			
	<p>5. Senior Resource - Risk Assessor - Terrestrial or Wildlife</p> <p>a) Project Experience The Offeror should propose two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <ol style="list-style-type: none"> 1. Ecological Risk Assessment as per FCSAP Framework 2. Ecological Risk Assessment as per other jurisdictions. <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 e) in this table.</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 70 points = Identification and clear demonstration of 10 or more elements ▪ 50 points = Identification and clear demonstration of 7 to 9 elements ▪ 30 points = Identification and clear demonstration 4 to 6 elements ▪ 10 points = Identification and clear demonstration of 3 or less elements 	140	
	<p>6. Senior Resource - Hydrogeologist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <ol style="list-style-type: none"> 1. Contaminated Sites Remediation 2. Phase III Environmental Site Assessment <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 f) in this table</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none"> ▪ 70 points = Identification and clear demonstration of 10 or more elements ▪ 50 points = Identification and clear demonstration of 7 to 9 elements ▪ 30 points = Identification and clear demonstration 4 to 6 elements ▪ 10 points = Identification and clear demonstration of 3 or less elements 	140	

	<p>7. Senior Resource - Sediment Assessment Specialist</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource.</p> <p>To demonstrate compliance the Offeror must submit one (1) project from each of the project categories listed below.</p> <p>1. Contaminated Sediment Assessment as per FCSAP Aquatic Framework or Canada-Ontario Framework</p> <p>2. Contaminated Sediment Assessment as per other jurisdictions</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 g) in this table</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none">▪ 70 points = Identification and clear demonstration of 10 or more elements▪ 50 points = Identification and clear demonstration of 7 to 9 elements▪ 30 points = Identification and clear demonstration 4 to 6 elements▪ 10 points = Identification and clear demonstration of 3 or less elements	140	
	<p>8. Senior Resource - Environmental Engineer - Remediation Design</p> <p>a) Project Experience The Offeror should provide two (2) projects for the proposed resource from the project category listed below.</p> <p>1. Design of Contaminated Site or Sediment Remediation</p> <p>b) Resource Responsibilities For the two (2) projects that have been provided in a) above, the Offer should demonstrate the proposed resource's project experience on the elements under Section 2.2.3 h) in this table</p>	<p>Maximum points available for each proposed project is 70 points.</p> <p>In order to score points, the Offeror should provide sufficient details to demonstrate the proposed resource's project experience in the proposed key position.</p> <ul style="list-style-type: none">▪ 70 points = Identification and clear demonstration of 10 or more elements▪ 50 points = Identification and clear demonstration of 7 to 9 elements▪ 30 points = Identification and clear demonstration 4 to 6 elements▪ 10 points = Identification and clear demonstration of 3 or less elements	140	
	Resource Experience - Maximum Available Points:		1280	
	Resource Experience - Minimum Pass Mark (70%):		896	
Stream 3 - Total Evaluated Point-Rated Technical Criteria (Section 1 + Section 2):				

Note to Offerors – For the purpose of submitting projects as part of R8, it is suggested that the Offerors use the following sample table to provide the required information for each project. An alternative format will be accepted.

Sample Table: Senior Consultant – Environmental Site Assessment

	Project #
Project category, project name, project location (city, province/territory/state, country), start date (DD/MM/YYYY) and completion date (DD/MM/YYYY).	
Organization name and address, client reference at the working level including name, title, and contact information email or phone number.	
Project Description including:	
- Resource Role in the Project	
- Senior Consultant – Environmental Site Assessment Responsibilities	
<u>Evaluation Criteria Elements</u> <ul style="list-style-type: none">•Planning and designing environmental sampling and analysis work plans•Developing standard operating procedures•Regulatory compliance oversight•Evaluating and interpreting site assessment data•Senior review•Senior technical advice•Technical lead•Directing complex site assessment work•Making recommendations•Preparing reports•Evaluating multiple lines of evidence	

**ANNEX 'F' to PART 3 OF THE REQUEST FOR STANDING OFFERS
ELECTRONIC PAYMENT INSTRUMENTS**

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

**ANNEX 'G' to PART 5 OF THE REQUEST FOR STANDING OFFERS
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY**

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Offeror certifies having no work force in Canada.
- ☐ A2. The Offeror certifies being a public sector employer.
- ☐ A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Offeror is not a Joint Venture.

OR

- ☐ B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX 'H' to PART 5 OF THE REQUEST FOR STANDING OFFERS
ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Part 5 - Certifications and Additional Information, Article 5.2.1, Integrity Provisions – Required Documentation, the required documentation which needs to be provided is a complete list of names of all individuals who are currently directors of the Offeror before contract award. Offeror's are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

2. Procurement Business Number (PBN)

In accordance with Section 02, Procurement Business Number of the **2006** (2019-03-04) Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Offeror are requested to provide their PBN with their bid.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

ANNEX D

SECURITY REQUIREMENTS CHECK LIST

Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EQ447-220523

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

Solicitation No. - N° de l'invitation
EQ447-220532/A

Client Ref. No. - N° de réf. du client
EQ447-220532

Amd. No. - N° de la modif.

File No. - N° du dossier
TOR-1-44067

Buyer ID - Id de l'acheteur
tor024

CCC No./N° CCC - FMS No./N° VME



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EQ447-220523

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation
EQ447-220532/A

Client Ref. No. - N° de réf. du client
EQ447-220532

Amd. No. - N° de la modif.

File No. - N° du dossier
TOR-1-44067

Buyer ID - Id de l'acheteur
tor024

CCC No./N° CCC - FMS No./N° VME



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EQ447-220523

Security Classification / Classification de sécurité
UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).