



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>Hard Copy :</p> <p>Electronic Copy:</p> <p>soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUMISSION À: ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Risk-Based Biodiversity Decision Framework; Biodiversity Offset Decision Support Tool; and Pathways of Effects Models</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000060524</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2021-11-25</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>2021-12-21 at – à 2:00 P.M.</p>	<p>Time Zone – Fuseau horaire</p> <p>Eastern Standard Time</p>
	<p>F.O.B – F.A.B Destination</p>	
	<p>Address Enquiries to - Adresser toutes questions à Aurora Hudson Aurora.hudson@ec.gc.ca</p>	
	<p>Telephone No. – N° de téléphone 1-819-300-0314</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) See Herein</p>	
	<p>Destination of Services / Destination des services See Herein – Voir aux présentes</p>	
	<p>Security / Sécurité There is no Security Requirement Associated with this Solicitation</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	

	<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p> <p>Signature Date</p>
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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

The Annexes include the Statement of Work and the Basis of Payment

1.2 Summary

- 1.2.1 Environment and Climate Change Canada has a requirement to create a Risk-Based Biodiversity Decision Framework, a Biodiversity Offset Decision Support Tool and Pathways of Effects Models to support the Canadian Wildlife Services, as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to December 31, 2022.
- 1.2.2 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003 (2020-05-28).
- 1.2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 1.2.4 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement, the Canada–Panama Free Trade Agreement, Canada-Peru Free

Trade Agreement, the Comprehensive Economic Free Trade Agreement [CETA], the World Trade Organization – Agreement on Government Procurement [WTO-AGP], the Comprehensive and Progressive Agreement for Trans-Pacific Partnership [CPTPP] and the Canada-Ukraine Free Trade Agreement”).

1.3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

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

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

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

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

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

Delete: In its entirety

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

Delete: In their entirety

Insert: “Deleted”

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

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

Insert: “Deleted”

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

Delete: In its entirety
Insert: "Deleted"

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

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2.2. SACC Manual Clauses

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

2.3. Submission of Bids

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

2.4. Former Public Servant – Competitive Bid

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the

Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.5. Enquiries - Bid Solicitation

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

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

2.6. Applicable Laws

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

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

2.7. Improvement of Requirement During Solicitation Period

Clause [A9076T](#) advises Bidders that they can propose improvement to the technical requirement(s) contained in the bid solicitation.

2.8. Basis for Canada's Ownership of Intellectual Property

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

where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

NB: 2035 Section 19 is ownership and Section 20 is for Copyright (same options; adjust the numbers as required)

2.9. Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Technical Bid [1 soft copy in .pdf format];
Section II: Financial Bid [1 soft copy in .pdf format];
Section III: Certifications [1 soft copy in .pdf format].

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

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca
Attention: Aurora Hudson
Solicitation Number: 5000060524

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

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

Bids sent by fax will not be accepted.

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

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid,

Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

Section II: Financial Bid

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

1.4 Price Breakdown

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

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Subcontracts (if applicable): The bidders should identify all of the proposed subContractors and provide in their financial bid for each one a price breakdown.
- (e) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (f) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

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

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

ATTACHMENT “1” TO PART 3 - FINANCIAL BID PRESENTATION SHEET

The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid.

Deliverable No.	Deliverables	Completion Date	All Inclusive Cost (CAD)
1	Create a draft Work Plan to develop the risk-based biodiversity decision framework, biodiversity offset decision support tool, and pathways of effects models. The draft Work Plan must include interim milestones and Deliverables, progress reporting schedule, and project oversight meetings schedule, etc.	2 weeks from contract award	\$_____
2	Review and utilize information received to date (e.g., info-sharing, scoping workshops summary reports, offsetting policies, PoE models, other relevant policies) to revise and finalize the detailed Work Plan and Deliverables.	8 weeks from contract award	\$_____
3	Implement Work Plan to develop the risk-based biodiversity decision framework, biodiversity offset decision support tool, pathways of effects models, and supporting material for CWS internal review.	32 weeks from contract award	\$_____
4	Support CWS internal review of the proposed Framework, tools, and associated guidance and support materials.	44 weeks from contract award	\$_____
5	Review and utilize information received from internal review to develop the final draft Framework, tools, and associated guidance and support materials.	52 weeks from contract award	\$_____
Total Evaluated Cost excluding Taxes: (Add 1 to 5):			
Taxes:			

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.2. Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subContractors, or suppliers will not be considered.

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

4.3. Financial Evaluation

4.3.1 Mandatory Financial Criteria

Mandatory Financial Criteria		Yes/No
MF1	The total cost proposed by the Bidder must not exceed \$275,000.00 excluding taxes.	

4.3.2 Evaluation of Price

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

For evaluation purposes only, the price of the bid will be determined in accordance with Attachment 1 to Part 3 Financial Bid Presentation Sheet

- 4.3.2.1.** For bid evaluation and Contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

4.4 Basis of Selection

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

- 1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria and mandatory financial criteria; and
- (c) obtain the required minimum of 151 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 215 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.15$	$92/135 \times 60 = 47.70$
Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating	84.16	73.15	77.70
Overall Rating	1st	3rd	2nd

ATTACHMENT 1 (TO PART 4),

MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA

Mandatory Technical Criteria

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

Technical Evaluation

1.1 Mandatory Technical Criteria

	Mandatory Criteria	Met/Not Met
M1	<p>The Bidder must demonstrate having completed two (2) projects within the last five (5) years from bid closing in providing Environmental / Ecological Risk Management Services.</p> <p>Bidder must provide the following information for each project to demonstrate compliance:</p> <ul style="list-style-type: none"> • Start and end date of project (minimum duration of project must be 6 months) • Project title • Client organisation • Brief description of project • List of resources and their role in the project 	
M2	<p>The Bidder must identify one (1) resource as a Project Manager, with a minimum of five (5) years' experience in Project Management within the past 10 years of bid closing.</p> <p>Bidder must provide a CV for the resource including the following:</p> <p>Education: a minimum of a college diploma or bachelor's degree in project management, and Project Management Professional Certification</p> <p>Work History</p> <p>List of Projects including:</p> <ul style="list-style-type: none"> • Project titles • total duration of project (month/year to month/year) • brief description of project • role and responsibility of resource • client organization 	
M3	<p>The Bidder must identify one (1) resource as an Environmental / Ecological Risk Management Specialist who demonstrates a minimum of 10 years' experience in environmental/ecological risk management within the past 15 years of bid closing.</p> <p>Bidder must provide a CV for the resource including the following:</p>	

	<p>Education: Minimum of Bachelor's degree in risk management, environmental assessment, environmental science, ecology, biology or other related discipline; and recognized professional certification (e.g., Canadian Risk Management (CRM) designation)</p> <p>Work History</p> <p>List of Projects including:</p> <ul style="list-style-type: none"> • Project titles • total duration of project (month/year to month/year) • brief description of project • role and responsibility of resource • client organization 	
M4	<p>The Bidder must identify one (1) resource as an Impact / Environmental Assessment Biologist/Ecologist who demonstrates a minimum of 10 years' experience in their field within the past 15 years of bid closing.</p> <p>Bidder must provide a CV for the resource including the following:</p> <p>Education: Minimum of Bachelor's degree in environmental science, ecology, biology or other related discipline</p> <p>Work History</p> <p>List of Projects including:</p> <ul style="list-style-type: none"> • Project titles • total duration of project (month/year to month/year) • brief description of project • role and responsibility of resource • client organization 	
M5	<p>DATABASE OR SPREADSHEET APPLICATION DEVELOPMENT EXPERIENCE</p> <p>The Bidder must identify one (1) resource as a Database or Spreadsheet Application Developer who demonstrates a minimum of 5 years' experience within the past 10 years of bid closing.</p> <p>Bidder must provide a CV for the resource including the following:</p> <p>Education: a minimum of a college diploma or bachelor's degree in computer science, computer systems engineering, software engineering or other related discipline</p> <p>Work History</p> <p>List of Projects including:</p> <ul style="list-style-type: none"> • Project titles • total duration of project (month/year to month/year) • brief description of project • role and responsibility of resource • client organization 	

1.2 Point Rated Technical Criteria

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

Bids which fail to obtain a minimum overall number of points equal to **70%** of the available points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Point Rated Technical Criteria

The criteria contained herein will be used by ECCC to evaluate each proposal that has met all of the mandatory criteria. Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. ECCC's assessment will be based solely on the information contained within the proposal. ECCC may confirm information or seek clarification from bidders.

The points to be awarded for each rating criteria are assessed against the indicators described. No partial points will be awarded.

A minimum score of 70% (151 points) is required to qualify.

	Rated Criteria	Score
CORPORATE EXPERIENCE		
R1	<p>Work Plan and Schedule</p> <p>Proposal provides a detailed schedule and work plan that demonstrates a commitment to meeting the project objectives and deliverables on time.</p> <p>The following rating scheme will be used to evaluate this criterion:</p> <p>Proposal clearly identifies the major tasks and sub-tasks, feasible timelines and milestones/deliverables for all of the requirements in the Statement of Work. Strategies to address the short timeframe for the work are outlined (15 points)</p> <p>Proposal clearly identifies the major tasks, timelines and milestones/deliverables for most of the requirements in the Statement of work, but is missing some details. Strategies to address the short timeframe for the work are outlined, but missing some details. (10 points)</p> <p>Proposal clearly identifies the tasks, timelines and milestones/deliverables for some of the requirements in the Statement of Work, but is missing many details. Strategies to</p>	<p>Max 15 points</p>

	<p>address the short timeframe for the work are outlined, but missing many details. (5 points)</p> <p>Proposal does not present a schedule and work plan, and does not address strategies to address the short timeframe. (0 points)</p>	
R2	<p>Proposal provides details on the allocation of professional time by task for each member of the project team.</p> <p>The following rating scheme will be used to evaluate this criterion:</p> <p>Proposal presents details on the level of effort in person-days for each key team member by each major task (10 points)</p> <p>Proposal presents details on the level of effort in person-days for each key team member for most major tasks, but details on some major tasks are missing (5 points)</p> <p>Proposal does not present details on the allocation of professional time by task (0 points)</p>	Max 10 points
RESOURCE EXPERIENCE		
R3	<p>PROJECT MANAGER EXPERIENCE</p> <p>The bidder should demonstrate that the proposed Project Manager has more than five (5) years' experience in Project Management completed within 10 years from the date of bid closing.</p> <p>Projects must be cross-listed against the curriculum vitae provided.</p> <p>Point Allocation: 6-7 years = 4 points 7-8 years = 8 points 8-9 years = 12 points 9-10 years = 16 points More than 20 years =20 points</p>	Max 20 points
R4	<p>ENVIRONMENTAL / ECOLOGICAL RISK MANAGEMENT EXPERIENCE</p> <p>The bidder should demonstrate that the proposed resource has greater than ten (10) years' experience in Environmental/Ecological Risk Management.</p> <p>Projects must be cross-listed against the curriculum vitae provided.</p> <p>Point Allocation: 10-11 years = 5 points</p>	Max 30 points

	<p>11-12 years = 10 points 12-13 years =15 points 13-14 years =20 points 14-15 years =25 points More than 15 years =30 points</p>	
R5	<p>The bidder should demonstrate that the proposed Environmental / Ecological Risk Management Specialist has experience with:</p> <ul style="list-style-type: none"> • Working knowledge of international risk management frameworks, principles, and processes (e.g., ISO 31000 Risk Management Guidelines) (3 points/project); • Working knowledge of risk analysis tools such as BowTie XP (3 points/project). <p>Six (6) points will be awarded for each project up to a maximum of five (5) projects, for a max total of 30 points.</p> <p>Projects must be cross-listed against the curriculum vitae provided</p> <p>List of Projects including:</p> <ul style="list-style-type: none"> • Project titles • total duration of project (month/year to month/year) • brief description of project • role and responsibility of resource • client organization 	Max 30 points
R6	<p>IMPACT/ENVIRONMENTAL ASSESSMENT EXPERIENCE</p> <p>The bidder should demonstrate that the proposed Impact / Environmental Assessment Biologist/Ecologist has greater than 10 years' experience in Impact/Environmental Assessment. Projects must be cross-listed against the curriculum vitae provided.</p> <p>Point Allocation: 10-11 years = 5 points 11-12 years = 10 points 12-13 years =15 points 13-14 years =20 points 14-15 years =25 points More than 15 years =30 points</p>	Max 30 points
R7	<p>The bidder should demonstrate that the proposed Impact / Environmental Assessment Biologist/Ecologist has experience with:</p> <p>Projects must be cross-listed against the curriculum vitae provided</p> <ul style="list-style-type: none"> • Established specialized knowledge of ecology, biology, conservation sciences and/or natural resource sciences, in addition to physical science theories, principles and concepts combined with a sound knowledge of data gathering, analysis, testing methodologies, practices, and techniques; science-based information technologies and data aggregation/manipulation methods/techniques, and/or 	Max 30 points

	<p>instrumentation calibration and operations; (2 points/project)</p> <ul style="list-style-type: none"> Established specialized knowledge of relevant legislation (e.g., <i>Migratory Bird Convention Act</i>, <i>Species At Risk Act</i>, <i>Canada Wildlife Act</i>, and the <i>Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act</i>, and of their regulations), policies (e.g., the <i>Federal Policy on Wetland Conservation</i>), methods, practices, and techniques; trends, innovations in government academic, private sector, policy / plans / technology developments (2 points/project) Knowledge of the overall science mandates, policies, programs, initiatives, plans and objectives of the Environment and Climate Change Canada – Canadian Wildlife Service and of the science mandates of other government/academic and private sector organizations (2 points/project) <p>Six (6) points will be awarded for each project up to a maximum of 5 projects, for a max total of 30 points</p> <p>Projects must be cross-listed against the curriculum vitae provided</p> <p>List of Projects including:</p> <ul style="list-style-type: none"> Project titles total duration of project (month/year to month/year) brief description of project role and responsibility of resource client organization 	
<p>R8</p>	<p>DATABASE OR SPREADSHEET APPLICATION DEVELOPMENT EXPERIENCE</p> <p>The bidder should demonstrate that the proposed Database or Spreadsheet Application Developer has greater than 5 years' experience in database or spreadsheet application development. Projects must be cross-listed against the curriculum vitae provided.</p> <p>Point Allocation: 5-6 years = 5 points 6-7 years = 10 points 7-8 years =15 points 8-9 years =20 points 9-10 years =25 points More than 10 years =30 points</p>	<p>Max 30 points</p>

R9	<p>The bidder should demonstrate that the Database or Spreadsheet Application Developer with:</p> <ul style="list-style-type: none"> • Microsoft (MS) Access and/or Excel (1 points/project) • R (Programming Language for Statistical Computing and Graphics) (1 points/project) • HyperText Markup Language (HTML) (1 points/project) • Fisheries and Oceans Canada's Habitat Alteration Assessment Tool (HEAT) (https://www.habitatassessment.ca/) (1 points/project) <p>Four (4) points will be awarded for each project up to a maximum of 5 projects, for a max total of 20 points</p> <p>Projects must be cross-listed against the curriculum vitae provided</p> <p>List of Projects including:</p> <ul style="list-style-type: none"> • Project titles • total duration of project (month/year to month/year) • brief description of project • role and responsibility of resource • client organization 	<p style="text-align: center;">Max 20 points</p>
Total Points (Minimum 165 points)		Max 215

PART 5 - CERTIFICATIONS

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

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

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

5.1. Certifications Required Precedent to Contract Award

5.1.1 Integrity Provisions - Associated Information

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

5.1.2. Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#afed>) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

5.2. Additional Certifications Required Precedent to Contract Award

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

5.2.1. Status and Availability of Resources

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

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

5.2.2. Education and Experience

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

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

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

Title: (insert only at contract award)

6.1. Statement of Work

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

6.2. Standard Clauses and Conditions

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

6.2.1 General Conditions

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

6.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

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

6.2.3 Specific Person(s)

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

6.3. Security Requirement

6.3.1 There is no security requirement applicable to this Contract.

6.4. Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31, 2022 inclusive.

6.5. Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Aurora Hudson
Title: Procurement Officer
Environment and Climate Change Canada
Procurement and Contracting Division
Address: 200 boul. Sacré-Cœur, Gatineau, Québec, Canada K1A 0H3

Telephone: 819-300-0314
E-mail address: aurora.hudson@ec.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

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

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

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Address: _____

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

6.6. Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

6.7.1 Basis of Payment

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

6.7.2 Limitation of Expenditure

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

6.7.3 Time Verification

C0711C (2008-05-12) Time Verification

6.8. Invoicing Instructions

6.8.1 Monthly Payment

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

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

6.8.2 SACC Manual Clauses

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

6.9. Certifications and Additional Information

6.9.1 Compliance

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

6.10. Applicable Laws

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

6.11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 ([2010-08-16](#)), Canada to own Intellectual Property Rights in Foreground;
- (c) the general conditions 2035 ([2020-05-28](#)), General Conditions - Professional Services (High Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____" **or** ", as amended on _____" *and insert date(s) of clarification(s) or amendment(s)*).

6.12. Insurance

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

6.13. Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A STATEMENT OF WORK

1.0 Background

1.1 The Canadian Wildlife Service (CWS) of Environment and Climate Change Canada (ECCC) has a significant mandate to conserve and protect Canada's rich and diverse ecosystems and the wildlife resources they support. As an important national leader, with deep partnerships across a broad spectrum of stakeholders and Indigenous communities, and some specific regulatory powers, CWS leads the Government of Canada's efforts to conserve nature, including in the following areas:

- protect and recover species at risk and their critical habitat;
- conserve and protect healthy populations of migratory birds and ecosystems they rely on to carry out their life processes;
- manage and expand network of protected and conserved areas;
- collaborate with domestic and international partners to advance conservation of biodiversity and sustainable development; and,
- engage Indigenous peoples in conservation and the protection of nature.

1.2 CWS advances these mandates by undertaking a diverse range of integrated and complementary activities, including the following:

- To prevent wildlife species from being extirpated or becoming extinct, CWS performs a range of activities such as listing of species under the *Species at Risk Act*, development of recovery documents for at-risk-species; and protection of at-risk-species, their residences and critical habitat;
- CWS engages with domestic and international governments, Indigenous organizations, non-government organizations, businesses, and Canadians to develop and meet Canada's biodiversity commitments and obligations and to influence international policy related to biodiversity conservation (e.g., UN Convention on Biological Diversity);
- CWS collaborates with other levels of government, Indigenous organizations, private land owners, non-government organizations, ecological gift donors and recipients, industry, and a range of protected area users in order to secure, protect, connect, improve and restore ecologically sensitive habitat, including wetlands, and to contribute to the conservation and protection of migratory birds, species at risk and other wildlife;
- CWS collaborates with partners in order to contribute to maintaining healthy populations of migratory birds and other wildlife by reducing threats to populations and by conserving, protecting and enhancing priority habitats.

1.3 The CWS has made the transition, over the past 5 years, from a Directorate under the Environment Protection Branch to a Branch. During the transition time, government investments in protected areas and species at risk has undergone a significant transformation. As a result, CWS continue to evolve and grow in scope, scale, complexity, and significance. This can be seen most recently through the implementation of the [Nature Legacy for Canada, and the Pan-Canadian Approach to Transforming Species at Risk Conservation in Canada](#), as well as the applying the [Impact Assessment Act](#), and the Government-wide commitments to renewed Crown-Indigenous relations and reconciliation with Indigenous peoples. As the government increases its focus in addressing climate change, CWS continues to contribute to nature-based solutions.

1.4 These changes call for a fundamental transformation in the scope, scale, and focus of ECCC's strategic approach to delivering on our mandates for migratory birds, species at risk, biodiversity and habitat conservation, and its role in supporting impact assessment processes, advancing reconciliation with Indigenous peoples and engaging Indigenous leadership and other partners in nature conservation.

2.0 Objective

2.1 The CWS requires an environmental and/or ecological risk management expert/advisor (the Contractor) to develop tools to assist the CWS staff with risk management activities when undertaking projects, participating in regulatory reviews, in impact assessments, and other environmental assessment processes. The Contractor must develop a risk-based biodiversity decision framework (Framework), biodiversity offset decision support tool (formerly called the offset calculator, herein hereafter referred to as the Calculator), and pathways of effects models (PoEs) for the application of CWS mandate and authorities to conserve, protect and recover species at risk, conserve and protect migratory birds and wetlands.

2.2 The main objectives of the contract are to develop the Framework, the Calculator, and the PoEs for applying CWS mandate and authorities (i.e., species at risk, migratory birds and wetlands). The Framework, tools, and associated guidance material must:

- Set out how CWS will approach their decision making and developing advice related to the mandate and authorities;
- Establish a clear set of objectives, following a suite of guiding principles;
- Be open and transparent;
- Set the stage for the introduction of new tools and approaches over time;
- Set a nationally consistent approach that encompasses professional judgement on the ground;
- Be flexible to account for data rich or data poor scenarios;
- Be defensible and adaptable to the on the ground realities of the Canadian context.

2.3 A second objective is to support the communication of the Framework and supporting tools through summary documents and stakeholder engagement materials (e.g., user guide, technical or scientific backgrounders to facilitate peer review process, etc.).

2.4 A third objective is the development of key objectives and components for a performance monitoring program that will serve to validate the Framework and supporting tools to provide the data necessary to improve it over time.

3.0 Risk-Management Tools Overview

3.1 The framework and tools will help CWS staff across Canada to apply a risk-based approach to evaluate and make recommendations when undertaking regulatory review of development project proposals (e.g., *Species and Risk Act* permits and protected area permit), and/or providing advice to support impact assessments and other environmental assessment regimes, and to do so consistently across the CWS mandate. It will also provide a standardized and consistent approach to identifying the adverse effects posed by development projects; and applying the mitigation hierarchy to address those adverse effects, including determining appropriate and sufficient offsetting measures to address the residual adverse effects. The framework and tools

should be adaptable to accommodate the introduction and development of further tools over time.

3.2 The framework will be communicated through the development of a policy document, and the supporting tools with associated guidance documents, a summary of approach for external communication with stakeholders across Canada, and technical or scientific backgrounders to facilitate peer review process. The framework and tools will require a performance monitoring that will guide the collection of appropriate data aimed at the refinement and improvement of the approach on an ongoing basis.

3.3 CWS is looking for an external Contractor to help develop a framework and tools; associated communication materials; and a performance-monitoring guidance, for implementing the CWS mandate and authorities to conserve and protect species at risk, migratory bird, and wetlands, considering existing policies, guidelines and tools.

4.0 Scope of the Requirement

4.1 To meet these challenges, the CWS has identified the need for standardized and consistent guidance when scoping, assessing and treating environmental and ecological risks to biodiversity and the ecosystems they rely on to carry out their life processes. These risks are specifically related to CWS's mandate (i.e., species at risk, migratory birds, and wetlands). To address this need, CWS requires a Contractor to create the Framework, the Calculator, and the PoEs. These products will support the program delivery related to the mandate of the CWS through regulatory activities and participation in impact assessments and other environmental assessment processes.

Risk-Based Biodiversity Decision Framework

4.2 The risk-based biodiversity decision framework (Framework) will provide a systematic guide and supporting tools and techniques for a consistent approach to risk-based decision making related to regulatory authorities and responsibilities. It will also provide advice in the context of impact assessments, and other environmental assessment processes. It must include guidance for proponents to scope the environmental and ecological risks posed by their development projects, assess the risks relative to species at risk, migratory birds, and wetlands, and successfully treat the identified risks. The Framework will also guide CWS staff undertaking regulatory reviews and/or providing advice in support of impact assessments or other environmental assessment processes for development project proposals.

4.3 Managing the environmental and ecological risks posed by development projects begins with defining the scope of the process, and understanding the external and internal context, followed by assessing the risks (i.e., risk identification, risk analysis and risk evaluation), and finally treating the risks relative to the threshold of acceptable risk (i.e., risk tolerance). Therefore, the Framework must be based on the ISO 31000 risk management process, or equivalent internationally recognized risk management guideline. This will maintain consistency with internal, national, and international risk management guidelines and will complement multiple program activities (e.g., Policy on Biodiversity Offsetting, SARA Permitting Policy, and the Federal Policy on Wetland Conservation).

Biodiversity Offset Decision Support Tool (Calculator)

4.4 A biodiversity offset decision support tool (Calculator) is required for the following reasons:

- to provide a standardized risk-based approach to determine the adverse effects of development projects;
- assess the effectiveness of the proposed mitigation measures;
- define the residual adverse effects;
- and determine the appropriate amount of offsetting measures to address the residual adverse effects

4.5 The Calculator must be developed to be consistent with the risk-based biodiversity decision framework and the existing draft Policy on Biodiversity Offsetting to ensure that CWS is consistent when advising on the appropriate amount of offsetting required and provides more predictability for both decision makers and proponents. The Calculator must take inputs, such as the affected ecosystem and/or species level of vulnerability, magnitude and severity of habitat area affected, and uncertainties (e.g. effectiveness of mitigation measures, offset site quality, time-lags, etc.) to predict the residual adverse effects and the required multiplier to achieve the conservation goals of the CWS (e.g., no-net-loss of wetland functions on all federal lands and waters). It is important to note that the Calculator must be able to provide offsetting advice relative to the three main areas related to the CWS mandate and authorities (i.e., species at risk, migratory birds, and wetlands).

Pathways of Effects Models

4.6 To provide a standardized approach for identifying residual adverse effects and the mitigation measures, including offsetting, to address those effects on biodiversity specifically relating to CWS's mandate (i.e., species at risk, migratory birds, and wetlands) the CWS needs to develop pathways of effects models for common development project activities. A key component of these models involves identifying and describing how project activities result in adverse effects (i.e., endpoint) on the environment / ecosystems (i.e., species at risk, migratory birds, and wetlands).

4.7 It is important to note that CWS already has procedures in place to identify risks through instruments such as Integrated Planning, program documents and Treasury Board Submission. The proposed Risk-Based Biodiversity Decision Framework and supporting tools will integrate the existing procedures to develop a risk assessment and management approach that will enable CWS to undertake ongoing assessment of risks at every level and category, aggregate these results, communicate them, and ensure adequate monitoring and review. The objective of developing these models is to promote a continuous, proactive and systemic approach to understand, manage, communicate and mitigate risks from development projects on species at risk, migratory birds, and wetlands in a cohesive and consistent manner.

5.0 Tasks Description

5.1 Task 1: Work Plan

5.1.1 The Contractor must create and submit to the Project Authority the Work Plan to develop the risk-based biodiversity decision framework, biodiversity offset decision support tool, and pathways of effects models. The Work Plan must include:

- work methodology, which includes:

- The description of project timelines, tasks, and Deliverables to ensure they are produced within the defined timeframe;
- Comprehensive Table of Contents and outline/concept of the Deliverables; and
- literature review of relevant international and domestic frameworks, policies and approaches (e.g., risk management frameworks, offsetting policies, PoE models, etc.)
- Interim Deliverables, which includes a description and date of each Deliverable;
- progress reporting schedule;
- project oversight meetings schedule;
- revision process of Interim Deliverables;
- final Deliverables
- provision of all related communication materials, performance-monitoring guidance for implementing the framework, tool and models as required by the Project Authority.

5.1.2 The Contractor must submit the Work Plan the Project Authority for review and input.

5.2 Task 2: Revised Work Plan and Interim Deliverables

5.2.1 After the Work Plan has been reviewed and received back from the Project Authority, the Contractor must develop a revised work plan, including Interim Deliverables. The revised Work Plan must incorporate:

- comments received from the Project Authority;
- all information received to date from the Project Authority (e.g., info-sharing, scoping workshops summary reports (when available), other relevant international and domestic frameworks, policies and approaches (e.g., risk management frameworks, offsetting policies, PoE models, etc.);
- any other relevant research undertaken by the Contractor.

5.2.2 The Contractor must submit the final version of the Work Plan the Project Authority. The Work Plan must be approved by the Project Authority before the Contractor can implement the work plan.

5.3 Task 3: Implement Work Plan to Create Interim Deliverables

5.3.1 The Contractor must implement the Work Plan as approved by the Project Authority. The Contractor must develop the interim risk-based biodiversity decision framework, biodiversity offset decision support tool, pathways of effects models, associated communication materials, performance-monitoring guidance for implementing the framework, tool and models.

5.3.2 The Contractor must submit a progress report, as well as all relevant material developed to date, for review and advisement by the Project Authority. Progress reports must be provided according to the schedule outlined in the Work Plan when requested by the Project Authority. The Contractor must incorporate feedback and advice received from the Project Authority into the interim deliverables.

5.3.3 Once completed, the interim risk-based biodiversity decision framework, biodiversity offset decision support tool, pathways of effects models, communication materials and performance-monitoring guidance for implementing the framework, tool and models must be sent to the Project Authority for review and input.

5.4 Task 4: Support the CWS internal review of Interim Deliverables

5.4.1 The Contractor must support the Project Authority as they carry out their internal review of the interim risk-based biodiversity decision framework, biodiversity offset decision support tool, pathways of effects models, associated communication materials and performance-monitoring guidance for implementing the framework, tool and models. The Contractor will:

- Answer any questions
- Participate in meetings for the design and implementation of the peer review process
- Develop a draft summary deck on the Interim Deliverables and present the summary deck to peer reviewers
- Provide technical support and any other requested documents during the peer review process as required

5.5 Task 5: Create Final Deliverables

5.5.1 The Contractor must develop the final versions of the risk-based biodiversity decision framework, biodiversity offset decision support tool, pathways of effects models, associated communication materials and performance-monitoring guidance for implementing the framework, tool and models according to the information received from the internal review.

5.5.2 Once completed, the Contractor must submit the final Deliverables to the Project Authority for review and acceptance.

6.0 Deliverables Description and Timelines

6.1 The Contractor is responsible for developing the Deliverables according to the timelines below:

Phases (tasks/activities)	Deliverables	Completion Date
Task 1: Work Plan	<u>Draft Work Plan</u> Create the Work Plan to develop the draft risk-based biodiversity decision framework, biodiversity offset decision support tool, and pathways of effects models, as well as supporting material as per 5.1	2 weeks from contract award
Task 2: Revised Work Plan and Interim Deliverables	<u>Revised Work Plan</u> Create the revised Work Plan as per 5.2	8 weeks from contract award
Task 3: Implement Work Plan to Create Interim Deliverables	<u>Interim risk-based biodiversity decision framework, biodiversity offset decision support tool, pathways of effects models, and supporting</u>	32 weeks from contract award

	<u>material</u> Develop the risk-based biodiversity decision framework, biodiversity offset decision support tool, pathways of effects models, and supporting material and submit to the Project Authority for CWS internal review as per 5.3.	
Task 4: Support the CWS internal review of Interim Deliverables	<u>Presentation Deck and Requested Materials</u> Provide supporting materials as requested and create the presentation deck as per 5.4.	44 weeks from contract award
Task 5: Create Final Deliverables	<u>Final risk-based biodiversity decision framework, biodiversity offset decision support tool, pathways of effects models, and supporting material</u> Prepare all final Deliverables as per 5.5.	52 weeks from contract award

6.2 All Deliverables must be submitted to the Project Authority using the following formats as required: PDF, MS Word, MS Power Point, MS Excel, MS Access and HTML or equivalent web-based format, and R (Programming Language for Statistical Computing and Graphics).

7.0 Meetings and Communication

7.1 The Contractor must provide an update to the Project Authority at minimum every four (4) weeks and when requested by the Project Authority.

7.2 The Contractor will meet with the Project Authority virtually using a platform that is compatible with ECCC systems, in-person or over the phone as agreed to.

8.0 Contractor Responsibilities

8.1 The Contractor is responsible for:

- Providing all communication materials, performance-monitoring guidance for implementing the framework, tool and models.as required by the Project Authority;
- Answering all ECCC questions and providing advice as requested;

- Raising any potential issues and possible solutions to the Project Authority as soon as they are known.

9.0 Environment and Climate Change Canada Responsibilities

9.1 ECCC will provide the following:

- Documentation on the draft biodiversity offset policy
- Integrated Planning if required
- Program documents if required
- Any other relevant documents and support/advice required to carry out the work.
- Translation of all materials the Contractor provides as required.

10.0 Location of Work

10.1 The work will be performed from the Contractor's own business location. Travel costs are not anticipated and will not be reimbursed by ECCC.

11.0 Language Requirements

11.1 The Contractor must communicate and write project updates in English. All project Deliverables and documents will be produced in English. The Contractor will provide all written project update material to the Technical Authority in computer readable versions of Microsoft Word (MS Office 2016 or later version) as well as all formats specified in 6.0 Deliverables Description and Timelines. The Contractor must prepare all figures and tables to be used in the documents.

12.0 Sustainable Procurement Considerations

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

13.0 Accessibility Considerations

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

ANNEX B BASIS OF PAYMENT

Deliverable No.	Deliverables	Completion Date	All Inclusive Cost (CAD)
1	Create the Work Plan to develop the draft risk-based biodiversity decision framework, biodiversity offset decision support tool, and pathways of effects models. The Work Plan must include interim milestones and Deliverables, progress reporting schedule, and project oversight meetings schedule, etc.	2 weeks from contract award	\$_____
2	Review and utilize information received to date (e.g., info-sharing, scoping workshops summary reports, offsetting policies, PoE models, other relevant policies) to revise the Work Plan and Deliverables.	8 weeks from contract award	\$_____
3	Implement Work Plan to develop draft risk-based biodiversity decision framework, biodiversity offset decision support tool, pathways of effects models, and supporting material for CWS internal review.	32 weeks from contract award	\$_____
4	Support CWS internal review of the proposed Framework, tools, and associated guidance and support materials.	44 weeks from contract award	\$_____
5	Review and utilize information received from internal review to develop the final draft Framework, tools, and associated guidance and support materials.	52 weeks from contract award	\$_____
Total Evaluated Cost excluding Taxes: (Add 1 to 5):			
Taxes:			
Total Cost Including Taxes :			